

Paul Robeson Charter School-08006025 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Paul Robeson Charter School-08006025	126	03/07/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 02/24/2025 10:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Simone Rose 02/24/2025 10:34 AM				
	Application #653 had an incomplete benefits number. On February 11th, Food Service Director reached out to guardian and received the updated benefits number (157280011) This number is consistent with the 9 digit requirements. Application was updated in the POS system, by Food Service Director on February 11th.				
	Application #634 had an inaccurate benefits number. On February 13th, Food Service Director reached out to guardian. Guardian responded that they do not have benefits. The guardian submitted a new application with income information. Application #761 - family is free by income (Family of 5 - \$450 weekly income).				
Corrective Action History	Flagged by Genel Cook-Wright 02/13/2025 11:47 AM				
	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	Paul Robeson Charter School-08006025	1214	03/07/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 02/24/2025 10:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Simone Rose 02/24/2025 10:37 AM				
	On February 14th , the Food Service Director is signed up to attend ServSafe manager online training and certification in March. See attached invoice for ServSafe Manager Training. This training will bring the manager to 17 hours of training for the year.				
	On February 14th, the Food Service Director has created a tracker for documenting all professional development trainings for her team for this year. The current trainings are listed and will be updated with ServSafe Manager training. See attached				
	On February 14th the Food Service Director created a school profile on the USDA Professional Standards Tracking Tool and logged relevant hours to date. This tool will be used moving forward for all yearly training for food service staff. See Attached Screenshots.				
Professional Standards	Flagged by Genel Cook-Wright 02/13/2025 11:48 AM				
	School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available in SNEARS under Trainings and at: https://theicn.org/ .				
	During the onsite review, the Food Service Director did not provide proof of of 12 hours of annual training.				
	Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	Paul Robeson Charter School-08006025	1217	03/07/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 02/24/2025 10:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Simone Rose 02/24/2025 10:35 AM				
	<p>We have signed up and are currently using the USDA Training Tracking Tool. I have logged all trainings that meet the approved training expectations</p> <p>ServSafe Food Handler - Manager</p> <p>ServSafe Manager - Manager</p> <p>Civil Service - All Staff</p> <p>See attached screenshots.</p>				
Corrective Action History	Flagged by Genel Cook-Wright 02/13/2025 11:47 AM				
	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields.				
	The SFA uses Public School Works Tracking which does not contain all the required fields including SNEARS trainings.				
	Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..				
Group 1: CA Count (2)		Paul Robeson Charter School-08006025		03/07/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 02/24/2025 10:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Simone Rose 02/24/2025 10:41 AM				
	In future, subsequent years all verifications deadlines will be met before the deadline.				
	Families will comply with providing financial information before the November 15th deadlines. All verification and required documents will be applied to required families by November 15th. If for some reason there is an unforeseen delay in acquiring documentation, SFA will request an extension for December 15th. Moving forward, all families that have an increase or decrease in benefits will receive the appropriate time line for change of status: 3 days for an increase 10 days for a decrease in benefits.				
	Flagged by Genel Cook-Wright 02/13/2025 11:48 AM				
	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
	According to the verification tracker for application #733, the eligibility status was changed from free to reduced on 11/29/24.				
	Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Flagged by Genel Cook-Wright 02/13/2025 11:48 AM				
	Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change.				
	Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Paul Robeson Charter School-8050	402	03/07/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 02/24/2025 10:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Simone Rose 02/24/2025 10:40 AM				
	On February 11th, Food Service Director spoke with Karsons, the school's food vendor. She informed Karsons of the discrepancies with portions sizes appropriate for K-8 meals. Karsons recognizes that its current packages do not allow them to fit the required portions of vegetable. Starting on February 25th Karson's will move to double packages: one for the meat and one for the vegetables. This will ensure proper portions. Food Service Director will continue to weigh portions using a food scale to ensure that portion sizes consistently meet the requirements.				
	Flagged by Genel Cook-Wright 02/13/2025 11:48 AM				
	Lunch observation 2/10/2025, grades K-8: Less than a 1/3 cup pf corn was served to students. The daily minimum required vegetables for grades K-8 is 3/4 c. The vegetable daily minimum requirement was not met.				
	Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets.				
	Finding is a first time violation for insufficient quantities. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.				
	Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	Paul Robeson Charter School-8050	811	03/07/2025	CAP Accepted

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	CAP Accepted				
	Corrective Action Plan: Submitted by Simone Rose 02/24/2025 10:36 AM				
	On February 13th, the correct Justice for All Posters were copied and laminated. As of February 14th, all classrooms where food is served, the cafeteria, the kitchen and the front foyer all have a laminated Justice for All Posters. See attached picture.				
	Flagged by Genel Cook-Wright 02/13/2025 11:48 AM				
	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students in the classrooms where meals were served.				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	Paul Robeson Charter School-8050	901	03/07/2025	CAP Accepted

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	CAP Accepted				
	Corrective Action Plan: Submitted by Simone Rose 02/24/2025 10:35 AM				
	As of Tuesday February 18th, The Principal Freya Lund and Director conducted an on-site walk through. This document will be kept in the food service binder. This walk through happened after all corrective action for this administrative review was completed. As a result, no further corrective action was noted on the sheet. See Attached				
	For subsequent school years starting in 2025-2026 all On-site accountability walkthroughs will be conducted before February 1st with Director and either Principal or COO. All reports retained in the food service binder.				
	Flagged by Genel Cook-Wright 02/13/2025 11:47 AM				
	During the on-site review, the On-Site Accountability Review Form #142 was not completed for breakfast and lunch.				
	All SFAs must conduct an on-site accountability review of <u>both</u> breakfast and lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged