

UNIVERSITY HEIGHTS CHARTER SCHOOL-08008065 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Civil Rights		810	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/15/2019 10:04 AM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/11/2019 02:43 PM	Date Implemented October 2018 see attached email conversation			
	CAP Rejected Katie Hunter 01/11/2019 02:26 PM	Indicate the date of implementation.			
	CAP Submitted RAMONA JACKSON 01/04/2019 10:17 AM	<p>The Non-discrimination statement is found on the UHCS website:</p> <p>https://www.uhcs-newark.org/apps/pages/index.jsp?uREC_ID=442004&type=d&pREC_ID=1580003</p> <p>If this address do not work go onto www.uhcs-newark.org</p> <p>Click Parents Tab. Parent Resources</p> <p>Click Forms, and the non-discrimination statement will be on that page.</p>			
	Flagged Katie Hunter 12/07/2018 02:38 PM	<p>The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement. 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.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	University Heights Charter School - 7th Ave.	409	01/07/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 01/15/2019 10:03 AM	CAP Accepted			
	CAP Submitted DENNIS CRUZ 01/14/2019 09:24 AM	Form 51 is now being used as of Jan 3, 2019			
	CAP Rejected Katie Hunter 01/11/2019 02:13 PM	Must Indicate the date of implementation.			
	CAP Submitted DENNIS CRUZ 01/07/2019 01:49 PM	A completed USDA Worksheet has been completed and submitted.			
	Flagged Katie Hunter 12/07/2018 02:40 PM	<p>At breakfast and lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.</p> <p>A completed USDA Menu Worksheet for each age/grade grouping was not provided at time of audit. Supporting and crediting documentation of all menu items for Review Week was not provided at time of audit. A complete production record form was not being used on site during audit. SA gave TA to use Form #51.</p> <p>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.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	University Heights Charter School - 7th Ave.	410	01/07/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 01/15/2019 10:02 AM	CAP Accepted			
	CAP Submitted DENNIS CRUZ 01/14/2019 09:26 AM	Date of Implementation 12/20/18			
	CAP Rejected Katie Hunter 01/11/2019 02:12 PM	Must have date of implementation			
	CAP Submitted DENNIS CRUZ 01/07/2019 01:56 PM	USDA Worksheet have been completed. Food Service vendor has provided information regarding meeting of minimal requirements for vegetables for 3 out of 5 days.			
	Flagged Katie Hunter 12/07/2018 02:39 PM	<p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. 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.</p> <p>At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. 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.</p>			
On-Site Assessment Tool - Site	Civil Rights	University Heights Charter School - 7th Ave.	811	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:25 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/04/2019 01:10 PM	USDA "And Justice for All" poster is put up in all locations and explained to all the food service staff on the importance of Poster at the civil rights training held on 1/4/19. Staff was told to inform Mr. Cruz if another poster is needed in case of damage or tear down.			
	Flagged Katie Hunter 12/07/2018 02:39 PM	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. 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.			
Off-Site Assessment Tool	Professional Standards		1203	01/07/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:24 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/03/2019 12:48 PM	We have promoted one of our food service staff to Food Service Director as of 1/3/2018, Ernestine Bemby. An email was sent to ServSafe to set up Ms. Bemby for the Food Service Director training course and exam. Training will be complete before 1/30/19.			
	Flagged Katie Hunter 12/07/2018 02:38 PM				
On-Site Assessment Tool	Professional Standards		1216	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:24 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/04/2019 09:32 AM	An Excel sheet has been uploaded showing the amount of hours all food service employees have and remaining concerning professional training hours. It also has the training course planned for the remaining of the school year.			
	Flagged Katie Hunter 12/07/2018 02:38 PM	Planned training hours not provided during audit. Please provide expected/planned training hours.			
On-Site Assessment Tool	Professional Standards		1212	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:24 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/04/2019 09:43 AM	Our prior food service director, A. Banks, resigned December 2018. We have promoted Ernestine Bemby as Food Service Director January 3, 2019 and is currently scheduling food service training through ServSafe by purchase order before January 30, 2019. Ms. Bemby has a college degree and a background in child education, she will be trained on the necessary items that will help her do her job.			
	Flagged Katie Hunter 12/07/2018 02:38 PM	New food service directors hired on or after July 1, 2015 must meet specific education/experience requirements. Minimum hiring standards are based on the SFA's total student enrollment. If the SFA has less than 500 students enrolled, approval from the State agency must be obtained for a candidate who meets the education standards, but may have less than the required experience. For guidance, refer to the USDA Professional Standards for All School Nutrition Program Employees Handout. 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..			
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	University Heights Charter School - 7th Ave.	501	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:23 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/07/2019 12:11 PM	Food Service staff were required to take professional training webinar provided by USDA on 12/21/18 offer vs. serve for breakfast and lunch. Staff was enlightened on the importance and difference between offer vs. serve. Food Service staff are now paying close attention to students selection of foods and checking off full meals taken as a complete reimbursable meal. Staff received certificate from the school business administrator upon completion of webinar.			
	Flagged Katie Hunter 12/07/2018 02:38 PM	Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1215	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:22 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/04/2019 11:12 AM	Food Service Manager currently has 6 hours and our new food service director currently has 5 hours. Planned training has been mapped out for the rest of the school year for managers to do to complete their hours before the end of the school year. Please review the attached planned training report.			
	Flagged Katie Hunter 12/07/2018 02:39 PM	School Nutrition Program managers are required to complete at least 10 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 at: http://professionalstandards.nal.usda.gov/ . 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.			
On-Site Assessment Tool	Meal Counting and Claiming		316	01/07/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:22 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/04/2019 12:44 PM	<p>The Food Service department is implanting a POS system with Food Service Solutions, which will allow students to use a pin number to be recorded for meals during breakfast and lunch. This system will also allow cashiers to manual enter students in if there are any issues with the pin numbers. This will serve as an more effective way for daily counting and monthly reports can be provided for more accurate count for monthly reimbursement. Training for cashiers and staff will be provided on January 9th, 1:30pm. We plan on using the system on January 14, 2019 if there are no technical issues.</p> <p>Any manual reports will be submitted to the Accountant, Ramona Williams-Jackson, and totals will be verified to ensure proper totals. All monthly totals for October 2018 were submitted to Ramona Jackson and checked against the daily reports. Any corrections were updated on the monthly report. Until the POS system is implanted this will be the system to for count checking for November and December reimbursement submission.</p> <p>Date Implanted 12/10/18.</p>			
	Flagged Katie Hunter 12/07/2018 02:39 PM	<p>Edit Check worksheet for review month: Found counting and claiming error at Morris Ave site (not on-site observation site). Morris Ave September 2018 Edit Check SBP total is 1663 meals, claimed in SNEARS is 1858, a difference of 195 student meals. SA asked for explanation on discrepancy of meals claimed on site, no explanation was given, SFA unsure of how the over claim occurred.</p> <p>The system of counting meals must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.</p>			
On-Site Assessment Tool	Professional Standards		1214	01/07/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:21 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/04/2019 12:46 PM	Our new food service director currently has 5 hours. Planned training has been mapped out for the rest of the school year for managers to do to complete their hours before the end of the school year. Please review the attached planned training report.			
	Flagged Katie Hunter 12/07/2018 02:39 PM	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 at: http://professionalstandards.nal.usda.gov/ . 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.			
Off-Site Assessment Tool	Professional Standards		1208	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:20 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/04/2019 12:53 PM	Currently, professional training is being tracked on the SOARS program. I have attached the training report from SOARS. I have also reached out to the USDA for access to their tracking system and I am awaiting a response, I have attached emails asking for access.			
	Flagged Katie Hunter 12/07/2018 02:39 PM				
On-Site Assessment Tool - Site	Offer vs Serve - Day of Review	University Heights Charter School - 7th Ave.	502	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:20 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/04/2019 01:07 PM	Food Service staff has taken webinars through the USDA concerning meal counting requirements on 12/21/18. Signage has been put up at each school near the serving line concerning reimbursable meals. Date Implanted 12/21/18.			
	Flagged Katie Hunter 12/07/2018 02:39 PM	Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	University Heights Charter School - 7th Ave.	320	01/07/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:19 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/04/2019 01:11 PM	The Food Service department is implanting a POS system with Food Service Solutions, which will allow students to use a pin number to be recorded for meals during breakfast and lunch. This system will also allow cashiers to manual enter students in if there are any issues with the pin numbers. This will serve as an more effective way for daily counting and monthly reports can be provided for more accurate count for monthly reimbursement. Training for cashiers and staff will be provided on January 9th, 1:30pm. We plan on using the system on January 14, 2019 if there are no technical issues.			
	Flagged Katie Hunter 12/07/2018 02:39 PM	Daily breakfast and lunch meal totals must be correctly counted, combined, and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count of free reimbursable meals that were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch is an ongoing systemic problem. The system of counting meals, must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.			
Off-Site Assessment Tool	Meal Counting and Claiming		302	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:19 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/04/2019 01:26 PM	Once our POS system is in place our back-up system will consist of all food service cashiers will receive a student count report from Ramona Jackson for the food service staff to keep in case the system is down. This will list all students along with the day of the week. Will we be checked off by the cashier or can be used on the computer through excel and then totaled up at the end of breakfast and lunch. Once the POS system is up and running food service cashiers will have to manually enter the information from the student count reports into the system. The POS daily report and manual report will be submitted to the Food Service Director to verify reports agree.			
	Flagged Katie Hunter 12/07/2018 02:39 PM				

UNIVERSITY HEIGHTS CHARTER SCHOOL-08008065 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Afterschool Snack Program	University Heights Charter School - 7th Ave.	1700	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:18 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/07/2019 10:20 AM	On December 12, 2018 both Aftercare Snack Leads were given an updated Aftercare check off sheet along with instructions on how to properly fill out the ASSP form. Both Leads must submit the aftercare check off sheets and ASSP form to Ms. Jackson and Mr. Cruz to verification at the end of the week. This process began on 12/12/18.			
	Flagged Katie Hunter 12/07/2018 02:40 PM	As discussed at the exit conference, violations were found for the After School Snack Program. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Afterschool Snack Program	Afterschool Snack Program	University Heights Charter School - 7th Ave.		01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:18 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/07/2019 10:23 AM	On December 12, 2018 both Aftercare Snack Leads were given an updated Aftercare check off sheet along with instructions on how to properly fill out the ASSP form and what components makes up a snack. Both Leads must submit the aftercare check off sheets and ASSP form to Ms. Jackson and Mr. Cruz to verification at the end of the week. This process began on 12/12/18.			
	Flagged Katie Hunter 12/07/2018 02:39 PM	Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	University Heights Charter School - 7th Ave.	404	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:17 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/07/2019 11:26 AM	Food Service staff has taken webinars through the USDA concerning meal counting requirements an on 12/21/18. Signage has been put up at each school near the serving line concerning reimbursable meals for lunch and also signage concerning beverage options. Date Implanted 12/21/18.			
	Flagged Katie Hunter 12/07/2018 02:39 PM	Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable lunch. Posting only a menu does not meet this requirement. 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.			
On-Site Assessment Tool	Professional Standards		1213	01/07/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:17 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/07/2019 11:48 AM	Our new food service director will be completing the food service safety webinar provided by USDA on January 11, 2019. Going forward UHCS will ensure the food service staff is meeting their professional standard hours along with keeping track of their hours.			
	Flagged Katie Hunter 12/07/2018 02:40 PM	The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at www.instituteofchildnutrition.org or the SFA can choose their own online or in person training resource to obtain the required food safety training. 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 when the food safety training will be completed.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	University Heights Charter School - 7th Ave.	321	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:16 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/07/2019 11:58 AM	The Food Service department is implanting a POS system with Food Service Solutions, which will allow students to use a pin number to be recorded for meals during breakfast and lunch. This system will also allow cashiers to manual enter students in if there are any issues with the pin numbers. This will serve as an more effective way for daily counting and monthly reports can be provided for more accurate count for monthly reimbursement. Training for cashiers and staff will be provided on January 9th, 1:30pm. We plan on using the system on January 14, 2019 if there are no technical issues.			
	Flagged Katie Hunter 12/07/2018 02:40 PM	Breakfast meal counts, by category for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. The school's explanation does not describe an acceptable meal counting system for breakfast. The meal counting procedures contributing to the finding must be changed to provide an accurate point of service meal count. 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. Fiscal action will be taken. An over claim may be assessed.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	University Heights Charter School - 7th Ave.	325	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:14 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/07/2019 12:08 PM	Until our POS system is rolled out. Monthly claim totals will be compared to the daily check off sheets by Mr. Cruz and Ms. Jackson prior to submission of monthly reimbursement. Any differences will be corrected prior to submission. Date implanted 12/21/18.			
	Flagged Katie Hunter 12/07/2018 02:40 PM	Breakfast and Lunch counts by category must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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. Fiscal action will be taken. An over claim may be assessed.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	University Heights Charter School - 7th Ave.	1406	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:14 PM	CAP Accepted			
	CAP Submitted DENNIS CRUZ 01/07/2019 01:48 PM	Yes, a Food Safety Inspection was completed and has been posted in a visible location.			
	Flagged Katie Hunter 12/07/2018 02:39 PM	Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.			
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	01/07/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:11 PM	CAP Accepted			
	CAP Submitted RAMONA JACKSON 01/07/2019 02:11 PM	A food safety plan has been complied by Ms. Jackson and Mr. Cruz and set for board approval at January's Board meeting once approved the plan will be at each school.			
	Flagged Katie Hunter 12/07/2018 02:39 PM	The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. A copy of the written HACCP food safety plan must be available at each school. 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.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	University Heights Charter School - 7th Ave.	1404	01/07/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 01/11/2019 02:11 PM				CAP Accepted
	CAP Submitted RAMONA JACKSON 01/07/2019 02:11 PM				A food safety plan has been complied by Ms. Jackson and Mr. Cruz and set for board approval at January's Board meeting once approved the plan will be at each school.
	Flagged Katie Hunter 12/07/2018 02:40 PM				SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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.