

## Administrative Review Preliminary Assessment Report Technical Assistance and Corrective Action Plan

**SFA Name: Bear Creek Community CS**

**SFA Agreement Number: 118-40-000-1**

**School(s) reviewed: Bear Creek Community CS**

**Date of Entrance Conference: 12/8/2020**

**Date of Exit Conference: 12/15/2020**

The Healthy Hunger-Free Kids Act of 2010 (HHFKA) requires the State Agency to conduct Administrative Reviews of schools and institutions that participate in the National School Lunch Program and School Breakfast Program every three years. The objectives of the Administrative Reviews are to:

- Determine that the School Food Authority (SFA) meets program regulations,
- Provide technical assistance,
- Provide a Corrective Action Plan, if applicable,
- Assess fiscal action and, if applicable, recover improperly paid claims.

This Administrative Review Summary Report is a preliminary assessment of the areas of review. For each area, a check box will indicate one or more of the following:

- (1) A commendation indicating that the SFA had no findings and is to be congratulated for compliance in this area.
- (2) Indication that technical assistance (TA) was provided.
- (3) Finding that requires a Corrective Action Document (CAD).
- (4) Finding with potential fiscal action (FA).
- (5) Finding resulted in termination of Performance-Based Reimbursement.
- (6) Not Applicable.

Fiscal Action (FA) must be assessed when the SFA claims or receives more federal and state funds than earned under 7CFR 210.7.

Please note that this report is not inclusive, the final corrective action and/or potential fiscal action may change based on additional review of information and/or documentation obtained during the Off-Site and On-Site review. A final report will be available on the PEARS system.

## **Commendations**

- There were no errors to the Benefit Issuance List (BIL).
- Breakfast and lunch menus and nutrient analysis met the nutrient and component requirements.
- If additional information was required, the SFA was helpful and quickly gathered the information.

### **Performance Standard 1**

Performance Standard 1 focuses on the certification and benefit issuance process and the accuracy of meal counting and claiming.

#### **100 - Certification and Benefit Issuance**

Fiscal action must be assessed for errors resulting in incomplete applications, incorrectly determined applications, and benefit issuance errors.

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  Potential FA  NA

The Sponsor indicated as part of their response that they accept hard-copy applications, applications processed through Compass, and, through Direct Certification. Therefore, the SFA appears to utilize a "combination" application approval system.

#### **200 - Verification**

Fiscal action must be assessed for errors resulting in failure to update a change in eligibility status resulting from verification

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  Potential FA  NA

#### **2100 – Community Eligibility Provision (CEP)**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  Potential FA  NA

**300 – Meal Counting and Claiming**

Fiscal action must be assessed for inaccurate meal counting and claiming for the day of review and the month of review.

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  Potential FA  NA

**Performance Standard 2**

Performance Standard 2 focuses on whether meals claimed for reimbursement meet meal pattern and nutritional quality requirements.

**400 – Meal Component and Quantities**

Fiscal action must be assessed for meals served with missing components. Fiscal action may occur of repeat violations involving vegetable subgroups, milk type, and/or food quantities,

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  Potential FA

**500 – Offer versus Serve**

Fiscal action must be assessed for meals served with missing components under OVS.

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  Potential FA  NA

**600 – Dietary Specifications and Nutrient Analysis**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  Potential FA  Termination of Performance-based Reimbursement

**General Areas of Review**

**700 - Resource Management**

Review of Resource Management will be conducted by DFN Fiscal Specialists. If applicable, Technical Assistance and/or Corrective Action will be communicated by the Fiscal Specialists.

**800 - Civil Rights**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD

Technical Assistance given on Medical Plan of Care regarding the individuals who are recognized as a medical authority: licensed physician, physician assistant, certified registered nurse practitioner, or dentist.

**900 – SFA On-Site Monitoring**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  NA

**1000 - Local Wellness**

Review of the Local Wellness Policy will be conducted by DFN Nutrition Consultant. If applicable, Technical Assistance and/or Corrective Action will be communicated by the Nutrition Consultant.

**1100 – Smart Snacks**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD

**1300 - Water Availability**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD

**1400 – Food Safety**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD \*9/29/2020, Prior Year (2019/2020) Inspections: 10/8/2019, 2/20/2020

**1500 – Reporting and Record Keeping**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD

**1600 - School Breakfast and SFSP Outreach**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD

**Food Service Management Company (FSMC)**

Review of Food Service Management Company will be conducted by DFN Fiscal Specialists. If applicable, Technical Assistance and/or Corrective Action will be communicated by the Fiscal Specialists.

**Additional Federal Programs**

**1700 – Afterschool Snacks**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  Potential FA  NA

**1800 – Seamless Summer Option**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  Potential FA  NA

**1900 – Fresh Fruit and Vegetable Program**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  Potential FA  NA

**2000 – Special Milk Program**

Congratulations, the SFA is found to be compliant in this area.

TA  CAD  Potential FA  NA

For areas indicating that Technical Assistance (TA) was provided by the State Agency, the TA report is available for review by the SFA on the PEARS system.

For areas indicated as requiring Corrective Action by the SFA, the final report will be available for the SFA on the PEARS system in approximately 4 weeks. The SFA will receive an e-mail notification when the report is available for the SFA to access. The e-mail will also include the deadline for submission of the Corrective Action Taken by the SFA which will be 60 days from the date of this exit conference. The SFA is highly encouraged to immediately develop and implement corrective action for all findings identified in this report.


**If the State Agency has identified any findings that involve potential fiscal action, the SFA must have "uncorrected meal counts", for the month of the on-site review, entered into PEARS system for reimbursement no later than the 15<sup>th</sup> of the following month.**

This Preliminary Assessment Report has been reviewed with the Sponsor representative(s) during the exit conference. The requirements for submission of the Documented Corrective Action Plan have been reviewed and instructions have been provided.

  
\_\_\_\_\_  
Signature of Review Official

Food and Nutrition Advisor                      12/15/2020  
Title    Date

I certify that I understand the requirements assigned for the SNP Administrative Review and other Pennsylvania Department of Education reports discussed during this review. I certify that I understand that failure to submit a response to the findings and/or submit required documentation by the required deadline of 60 days from the date of this exit conference could result in withholding of payments.

  
\_\_\_\_\_  
Signature of Authorized District Official

Chief Executive Officer                      12/15/2020  
Title    Date

**Required Corrective Action Documents that are due to the Field Advisor must be attached to Review Attachments on the Compliance Dashboard.**

The due date is \_\_\_\_\_.