



FS 19-05

COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120
RICHMOND 23218-2120

February 15, 2019

Margaret Orlando
City of Alexandria
1108 Jefferson Street
Alexandria, VA 22314

RE: At-Risk Afterschool Meal Program Component of the Child and Adult Care Food Program Findings Letter

Dear Ms. Orlando:

The Virginia Department of Education (VDOE), Office of School Nutrition Programs (SNP), is required to complete an administrative review (AR) for all sponsors participating in the At-Risk Afterschool Meals Program (At-Risk) component of the Child and Adult Care Food Program (CACFP). The AR is conducted once in a three year cycle and consists of assessing the meal access and reimbursement system, nutritional quality and meal pattern, resource management (program finances), and general areas of the program. The purpose of the AR is to ensure program compliance and offer technical assistance. This document is to inform you that the AR conducted on December 11, 2018 resulted in findings that require corrective action.

All items listed in the Corrective Action Plan must be corrected and submitted in writing to the Virginia Department of Education, Office of School Nutrition Programs, by March 15, 2019. It is preferred that your responses are written on agency letterhead with any additional supporting documents attached and sent by email to the VDOE CNP Regional Specialist, Jon Tirk. Please submit the corrective action and any required materials by the due date to avoid any potential withholding of claims. If applicable, fiscal action will be assessed after completion of the corrective action plan and the sponsor will be notified in writing.

The following is a summary of City of Alexandria's CACFP operations and details of VDOE's review findings.

At-Risk Findings:

Meal Count Consolidation Errors

All sponsors are required to maintain documentation of the number of meals served for each meal type claimed for reimbursement. Daily meal counts should be reviewed and consolidated by the sponsor to submit a claim for reimbursement.

Based on an analysis of the October 2018 meal count records, the reviewer determined that Alexandria City over claimed PM snack by 358 meals. The over claim is a result of a consolidation error.

Corrective Action:

Provide VDOE with the specific procedure that the City of Alexandria will use to ensure that an accurate meal count total will be reported on the claim for reimbursement. In addition, identify (by position/title) who will be responsible for ensuring the implementation and ongoing supervision of the corrective action plan.

This finding is associated with potential fiscal action. Information regarding fiscal action will be forthcoming from the VDOE Office of School Nutrition Programs once the corrective action plan is received and approved.

For each of the findings listed above, please prepare and submit a corrective action plan advising this office of the action taken to correct the deficiencies. The corrective action plan must clearly state the following:

1. What the problem is and why it is occurring.
2. How the problem can be prevented or eliminated. There must be a clear assurance that the mistake will not happen again, where the solution is a specified process taken to correct the deficiency.
3. When the problem was corrected.
4. Who will be responsible for ensuring the corrections were made and written policies/procedures will be maintained.

The Corrective Action Plan taken to address the above deficiencies must be submitted to VDOE as an attachment via e-mail to jon.tirk@doe.virginia.gov. The corrective action plan must be received by the VDOE by March 15, 2019. Failure to fully and permanently correct the findings may result in a notice of Serious Deficiency being issued to City of Alexandria and the responsible principals.

Please file this letter with City of Alexandria's 2018-2019 At-Risk documentation. Program records must be maintained for a period of three years following the close of each fiscal year. If you have questions concerning the information contained in this report, please do not hesitate to contact your assigned Child Nutrition Programs Specialist, Jon Tirk by phone at 804-225-3969 or by email at jon.tirk@doe.virginia.gov.

Thank you for your continued collaboration with the Virginia Department of Education in our joint effort to combat childhood hunger in the Commonwealth.

Margaret Orlando
February 15, 2019
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Sincerely,

Jon Tirk

Jon Tirk, CNP Regional Specialist



**DEPARTMENT OF RECREATION, PARKS
AND CULTURAL ACTIVITIES**

1108 Jefferson Street
Alexandria, Virginia 22314

James B. Spengler
Director

Phone (703)746-4343
Fax (703)838-6344

March 8, 2019

Jon Tirk
Department of Education
P.O. Box 2120
Richmond, VA 23216-2120

RE: At-Risk Afterschool Meal Program Component of the Child and Adult Care Food Program
Findings Response Letter

Dear Mr. Tirk:

In response to the administrative review conducted on December 11, 2018 by the Virginia Department of Education (VDOE) of the City of Alexandria Department of Recreation, Parks and Cultural Activities participation in the CACFP At-Risk After School Snack Program, this letter contains the corrective action plan established to address findings of meal count consolidation errors. It was found that the City over claimed PM snack by 358 meals. The claim was the result of a consolidation error.

Corrective Action:

Per our discussions with you at the time of the review, the City has adopted the use of the consolidation spreadsheet that was recommended and has used this spreadsheet since the review. The following addresses the deficiencies which required correction:

- 1) *What the problem is and why it is occurring.* The problem resulted from the use of a consolidation form that required carrying over totals from multiple monthly sheets without the use of a spreadsheet and which led to calculation errors.
- 2) *How the problem can be prevented or eliminated.* The problem will be prevented or eliminated by using an Excel spreadsheet to tabulate the totals more accurately (see attached).
- 3) *When the problem was corrected.* The spreadsheet was put into use beginning with the November 2018 claim.
- 4) *Who will be responsible for ensuring the corrections were made and written*

policies/procedures will be maintained. The Program Manager and Monitor will be responsible for ensuring the corrections were made and implemented. The process was already established and has been implemented for the claims made since the review in December. The Special Nutrition Programs staff have an efficient documentation system and keep all records for the required three-year period. Reviewers have consistently indicated that the City's system for maintaining records has met the program requirements. Any corrective actions requested in past reviews have been implemented as recommended and/or required to maintain a compliant and efficient operation. The City has participated in the CACFP At-Risk After School Snack Program successfully since 2004 and takes pride in remaining compliant with all program regulations. VDOE can be confident that the City will implement and maintain appropriate corrective actions.

The City of Alexandria is very appreciative of the USDA Special Nutrition Programs. We recognize the invaluable benefit this program offers to the children enrolled in our after school programs. The technical assistance provided by VDOE on behalf of the CACFP is always valuable and improves our system for operating the program. We look forward to our continued collaboration with VDOE.

Sincerely,

Margaret Orlando
Margaret Orlando
Division Chief/ Program Manager for USDA Special Nutrition Programs

Alexandriava.gov





COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND 23218-2120

April 5, 2019

Mr. Mark Jinks, City Manager
City of Alexandria
1108 Jefferson Street
Alexandria, Virginia 22314

Ms. Margaret Orlando, Administrator
City of Alexandria
1108 Jefferson Street
Alexandria, Virginia 22314

RE: Combined Summer Food Service Program (SFSP) and the At-Risk Afterschool Meal Program Component of the Child and Adult Care Food Program (CACFP) Administrative Review Closure Letter

Dear Mr. Jinks and Ms. Orlando:

The Virginia Department of Education (VDOE), Office of School Nutrition Programs (SNP), is required to complete an administrative review (AR) for all sponsors participating in the Summer Food Service Program (SFSP) and the At-Risk Afterschool Meals Program component of the Child and Adult Care Food Program (CACFP). The AR is conducted once in a three year cycle and consists of assessing the meal access and reimbursement system, nutritional quality and meal pattern, resource management (program finances), and general areas of the program. The purpose of the AR is to ensure program compliance and offer technical assistance.

The At-Risk federal FY 2018-2019, related to agreement number 4110, was conducted on December 11, 2018. The Virginia Department of Education (VDOE) has received the required corrective action plan submitted by the City of Alexandria that addressed the findings of the administrative review. The corrective action plan submitted has been reviewed and approved and the AR has now been closed.

If you have any questions, please contact Jon Tirk, CNP Specialist, by phone at (804) 225-3969 or by email at Jon.Tirk@doe.virginia.gov.

Sincerely,

Sandy

Dr. Sandra C. Curwood, RDN
Director, Office of School Nutrition Programs

SCC/MP/cc

c: Maggie Parker, CNP Manager
Jon Tirk, CNP Specialist