



February 12, 2016

Mrs. Beth Jones  
Director of Administrative Services  
Collegium Charter School  
535 James Hance Court  
Exton, PA 19341

RE: National School Lunch Program

Agreement Number: 124-15-332-0

Dear Mrs. Jones:

The Pennsylvania Department of Education is required under Title 7 of the Code of Federal Regulations to do an administrative review of schools and institutions, which participate in the National School Lunch and School Breakfast Programs. These reviews are performed under a system called the Administrative Review.

An Administrative Review of the Collegium Charter School was performed on December 8, 2015. During the review, we looked at applications for free and reduced price meals to ensure that they were approved correctly. We looked at menus, production records and completion of a nutrient analysis to ensure that the meals served to children met meal compliance dietary requirements. We also looked at the meal counting system to ensure that accurate counts of meals were taken at the Point of Service.

At the conclusion of the review, a preliminary exit conference was conducted. At that time, problems found during the review were discussed with you and technical assistance was provided. If problems were found, a Corrective Action Document (CAD) Report was available on the PEARS Review Dashboard following the exit conference. The CAD Report described the problem(s) and specified what actions were needed to correct them. You were asked to respond to the CAD and inform us of the actions that were taken to correct the problem(s).

Your response to the CAD has been received. The action(s) that you have taken to correct the problem(s) noted during the review are satisfactory. A copy of the approved CAD(s) is/are available for review on the PEARS Review Dashboard.

Problems were found during the review that affects the amount of breakfast and lunch reimbursement to which you are entitled. However, the regulations allow the State Agency to disregard overclaims of \$600 or less if appropriate action has been taken to correct the problems. Because the problems found resulted in a disallowance of \$600 or less, no fiscal action will be taken. See Attachment B for details.

The following problems were identified that resulted in fiscal action for NSLP:  
Certification and Benefit Issuance errors

The following problems were identified that resulted in fiscal action for SBP:  
Certification and Benefit Issuance errors

I would like to thank you and your staff for the courtesy, cooperation, and professionalism extended during our visit. Please keep a copy of this letter for your files. If you have any questions, please contact me at 717-772-2386.

Sincerely,

A handwritten signature in cursive script that reads "Erin S. Brunner".

Erin Brunner  
Regional Supervisor  
Division of Food and Nutrition  
Bureau of Budget and Fiscal Management

EB  
Attachment  
cc: AR Review File

## ATTACHMENT B - FISCAL ACTION IS \$600 OR LESS

If any discrepancies are found during an Administrative Review that affect the amount of reimbursement to which you are entitled, the Pennsylvania Department of Education is required by Federal regulations to recover any funds which were paid to you improperly. However, the regulations allow the State Agency to disregard overclaims of \$600 or less if the school or institution has taken appropriate action to correct the problem. The following discrepancies were found during the review. Because these discrepancies resulted in a disallowance of \$600 or less no fiscal action will be taken.

### National School Lunch Program\*

#### School Lunch Program

\$ 30.58

#### After School Snack Program

\$ -

#### Fresh Fruit and Vegetable Program

\$ -

#### Seamless Summer Option

\$ -

### National School Lunch Program\*

Total

\$ 30.58

### School Breakfast Program

Total

\$ 4.11

### Special Milk Program

Total

\$ -

### Summary

National School Lunch Program\*

\$ 30.58

School Breakfast Program

\$ 4.11

Special Milk Program

\$ -

**Total**

**\$ 34.69**

Because the review resulted in an overclaim of \$600 or less per program in the National School Lunch Program (including AfterSchool Snack, Fresh Fruit and Vegetable, Seamless Summer Option), School Breakfast Program, and Special Milk Program, and because appropriate action has been taken to correct the problem(s) noted in the review, no fiscal action will be taken. Please keep a copy of this letter for your records.

\*If applicable, total fiscal action for NSLP will be re-assessed following the review of Seamless Summer Option.