



December 16, 2019

Ms. Chris Krott
Food Service Director
Otto-Eldred School District
143 R. L. Sweitzer Drive
Duke Center, PA 16729-9507

RE: Child and Adult Care Food Program
Agreement No: 109-42-600-3

Dear Ms. Krott:

The Pennsylvania Department of Education is required under Title 7 of the Code of Federal Regulations to do an Administrative Review of sponsors, which participate in the Child and Adult Care Food Program (CACFP).

A review of Otto-Eldred School District was performed on November 13, 2019. During the review, we looked at applications for free and reduced-price meals to ensure that they were approved correctly. We looked at menus to ensure that the meals served to children met meal pattern requirements. We looked at the meal counting system to ensure that accurate counts of meals were taken at the point of service. We verified that you had documentation that training was conducted for your staff. And, if you are a sponsor of more than one center or home, we also looked at monitoring to ensure that your sites were monitored in accordance with regulations.

At the conclusion of the review, an exit conference was conducted. At that time, any problems found during the review were discussed with you and technical assistance was provided. If problems were found, a Corrective Action Document (CAD) was available on the PEARS Review Dashboard following the exit conference. The CAD 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).

I am happy to inform you that no problems were found during the review. Congratulations to your staff for a job well done.

The review has been closed. 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,

Steve Gaugler
Regional Supervisor
Division of Food and Nutrition
Bureau of Budget and Fiscal Management

SG

cc: CACFP Review File