



**pennsylvania**  
DEPARTMENT OF EDUCATION

October 26, 2020

Mrs. Lynda Comeau  
Food Service Director  
Fairfield Area School District  
4840 Fairfield Road  
Fairfield, PA 17320-9293

RE: Seamless Summer Option Program  
Agreement No.: 112-01-305-4

Dear Mrs. Comeau:

The Pennsylvania Department of Education is required under Title 7 of the Code of Federal Regulations to complete an administrative review of schools and institutions, which participate in the School Nutrition Program. These reviews are performed under a system called the Administrative Review. The Seamless Summer Option Program is part of the Administrative Review process.

A review of the sites operating the Seamless Summer Meals Program under the Fairfield Area School District was conducted on August 31, 2020.

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 entered under the Corrective Actions tab found in the Administrative Review Dashboard in PEARS, which described the problem(s), and specified what actions were needed to correct them. You were asked to respond to the CAD in PEARS to inform us of the actions that were taken to correct the problem(s).

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

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

Sincerely,

*Erin S. Brunner*

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

EB

cc: Review File



October 16, 2020

Mrs. Lynda Comeau  
Food Service Director  
Fairfield Area School District  
4840 Fairfield Road  
Fairfield, PA 17320-9293

RE: National School Lunch Program  
Agreement Number: 112-01-305-4

Dear Mrs. Comeau:

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 Fairfield Area School District was performed on February 20, 2020. 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) 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).

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 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 SBP:  
Meal Counting and Claiming errors

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

Sincerely,

*Erin S. Brunner*

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

EB  
Attachment  
cc: AR Review File