



October 27, 2021

Dr Andrea Coleman-Hill
CEO
Laboratory School of Communications and Languages
926 Sedgley Ave.
Philadelphia, Pennsylvania 19140

Dear Dr Andrea Coleman-Hill:

As you are aware, Laboratory School of Communications and Languages is scheduled for an Administrative Review during the 2021-2022 school year. As previously stated in the Announcement Letter sent on September 21, 2021, the on-site portion of your review will be conducted in December 2021. The month of review (often referred to as the test month) is October 2021. The claim for reimbursement for October 2021 must be submitted by November 8, 2021.

Certification and Benefit Issuance

During the current school year, your SFA has chosen to operate the Seamless Summer Option (SSO) as outlined in the USDA Nationwide Waiver to Allow the Seamless Summer Option through School Year 2021-2022 released on April 20, 2021. This waiver allows SFAs to continue serving meals to students while maintaining appropriate safety measures and managing the impacts of COVID-19. As a result of SSO operations, the review of certification and benefit issuance is waived.

Fresh Fruit and Vegetable Program (FFVP)

A review of the Fresh Fruit and Vegetable Program (FFVP) is required as part of the Administrative Review for those SFAs that operate the FFVP. SFA must upload invoices for FFVP expenses (including time sheets), and a sample of nutrition education materials for the test month to the "Review Attachments" section of the Review Dashboard. All documentation must be submitted via the PEARS Administrative Review tool no later than four weeks from the last day of the test month.

When submitting documentation to PDE for the Administrative Review, follow these instructions for attaching to the Review Dashboard

- Log into PEARS.
- Select the **Compliance** menu option.
- Select the **Review Tracking** menu option.
- Select the Detail action for **Review Attachments**.
- Select **Add Attachment**.

The following buildings have been chosen for meal observations and a review of menus for the day of review and for one week during the test month.

- Laboratory Charter School

Food Component Report and Nutrient Analysis

For each of the buildings selected for review, the SFA must provide a Food Component Report for one week within the test month. For one of the buildings selected for review, the SFA must provide both a Food Component Report and a Nutrient Analysis for one week within the test month. The Lead Reviewer will contact the SFA in the near future to discuss the specific building that will require both the

Food Component Report and the Nutrient Analysis. At that time, the Lead Reviewer will also communicate the deadline for submitting Food Component Reports and the Nutrient Analysis based on the USDA approved menu planning system implemented by the SFA.

If the SFA has implemented the PrimeroEdge Menu Planning system, the SFA will have the opportunity to select one week within the test month. The same week must be selected for the Food Component Reports for all reviewed buildings and the Nutrient Analysis for one building.

If the SFA is not using PrimeroEdge and has implemented another USDA approved menu planning system, the SFA will not have the opportunity to select the specific week. The Lead Reviewer will identify the test week upon arrival for the on-site review. At this time, the SFA will be required to provide the Food Component Report for all reviewed buildings and the Nutrient Analysis for one building. In addition, the SFA will be required to provide menus, completed production records, standardized recipes, product information that includes nutrient and crediting information, and CN labels.

The following criteria must be met for the week selected for Food Component Reports and Nutrient Analysis.

- The week must contain a minimum of five (5) consecutive days. For RCCIs, a minimum of seven (7) consecutive days is required.
- Lunch and breakfast menus must be entered for each age/grade group (K-5, 6-8, 9-12, or K-8).
- Planned servings must reflect those of the chosen site. They may not be combined with planned servings of additional sites. For example, if there are four elementary schools in the district and the same menu is used in all buildings, the planned servings must be specific to the identified building, not all four buildings.

Upon arrival for the on-site review, if the Lead Reviewer finds that the SFA has not implemented PrimeroEdge or any other USDA approved menu planning software, the SFA will be placed on Batch Hold until such time as menus and completed production records are entered into PrimeroEdge or entered into another USDA approved menu planning software with all supporting documentation.

NOTE: If issues are identified during the review of menus for one week within the test month, the review may be expanded to include the entire test month.

Smart Snacks

All SFAs must meet the minimum requirements established in 7 CRF 210.11 for all foods and beverages sold to students in schools outside of the reimbursable meal (also known as *Smart Snacks in School*). During the on-site review, the SFA must provide nutrition documentation for all foods and beverages sold to students in all locations throughout the reviewed school(s). Examples of acceptable documentation include Smart Snack Calculator print outs, recipes, or product specifications demonstrating nutritional compliance.

Attached to this letter is a list of additional information that will be needed to facilitate the on-site review process. Please have all requested information available, by building, for the test month. The specific meal types to be observed at each of the schools chosen for review and the specific date and time of arrival for the on-site review will be communicated approximately two weeks prior to the on-site review.

Thank you in advance for your cooperation and assistance in providing adequate workspace for the PDE

Reviewer(s) during the on-site review. Please forward questions to PDE at RA-AdminReview@pa.gov or you may contact your area Field Advisor, Lauren Smetana at, 717-731-2293.

Sincerely,

Wayne Eckelmann
REGIONAL SUPERVISOR
Division of Food and Nutrition
Bureau of Budget and Fiscal Management

Cc: Curline Maryshow

ADDITIONAL INFORMATION REQUIRED FOR THE ON-SITE REVIEW

The following is a list of the information that will be needed to facilitate our review process during the on-site review. This information must be available on the first day of the on-site review and should be located at the workspace provided.

During the Administrative Review, we will review information for the test month. The following information will be needed for the test month indicated in the cover letter:

- Documentation to support the daily meal counts for the test month that corresponds with the claim for reimbursement in PEARS.
- Monthly edit check worksheets for all sites for the test month.
- Documentation of on-site monitoring visits conducted by the SFA for the sites/schools selected for review.
- The SFA's implementation of the Food Safety Plan and documentation.
 - Standard Operating Procedures exist and are relevant to the building(s) being reviewed.
 - Employees are knowledgeable of the Food Safety Plan.
 - Recipes have been identified with a process number.
 - Temperature logs are being maintained, at a minimum, for:
 - Receiving.
 - Storage.
 - All freezer, refrigeration, and vending equipment, where applicable.
 - Records from the Food Safety Plan must be maintained for a period of six months following a month's temperature records.
 - The plan is reviewed annually. This can be documented by maintaining a sign-off sheet at the front of the Standard Operating Procedures, and as individual procedures are updated, the date on the respective procedure is updated as well.
 - Food Safety inspection reports for the current school year for each school selected for review. If there have not yet been any food safety inspections in the current school year at the time of the review, food safety inspection reports for the previous school year for each school selected will be reviewed. If the two required health inspections have not been conducted, documentation that inspections were requested is needed. Health inspections must be posted in a publicly visible location.
- Menus and production records for the day of meal observation.
- If applicable, documentation that the Verification process was conducted if free and reduced-price applications were received.

A School Food Authority (SFA) that operates the Afterschool Snack Program

A documentation review of the Afterschool Snack Program is required as part of the Administrative Review. The following documentation must be available for any sites/schools selected for review that also operate the Afterschool Snack Program.

- Source documentation to support the number of snacks claimed for the month of review.
- Production records for the month of review – Lead Reviewer will identify one week within the month of review.
- SFA Monitoring Reports of the Afterschool Snack Program.

A School Food Authority (SFA) that operates the Fresh Fruit and Vegetable Program

A review of the Fresh Fruit and Vegetable Program (FFVP) is required as part of the Administrative Review. The following will occur for any sites/schools selected for review that also operate the FFVP:

- Lead reviewer will observe FFVP operation during the school day. SFA may be required to change the day of service for the FFVP to coincide with the day of observation by the Reviewer.
- A qualified staff member must be present to answer the FFVP on-site review questions.

A School Food Authority (SFA) that operates the Special Milk Program

A review of the Special Milk Program is required as part of the Administrative Review. The following documentation must be available for any sites/schools selected for review that also operate the Special Milk Program.

- Source documentation to support the number of milks claimed for the month of review.
- Invoice for milk purchases for the month of review.
- Source documentation to support milk served on the day of observation and the five previous days.