



pennsylvania
DEPARTMENT OF EDUCATION

January 17, 2017

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

RE: National School Lunch Program
Agreement Number:

Dear Mrs. Krott:

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 Otto-Eldred School District was performed on November 10, 2016. 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).

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

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,

Lindsay Seibert
Regional Supervisor
Division of Food and Nutrition
Bureau of Budget and Fiscal Management

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cc: AR Review File