



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

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March 5, 2018

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Mario Garcia, Superintendent
Meadows Union Elementary School District
2059 Bowker Road
El Centro, CA 92243

Dear Superintendent Garcia:

The California Department of Education (CDE) received a copy of the local educational agency (LEA) audit report for Meadows Union Elementary School District (MUESD) for the period of July 1, 2016, through June 30, 2017, which disclosed the following Child and Adult Care Food Program finding:

Finding 2017-002

MUESD incorrectly claimed at-risk supper meals on November 11, 2016, when the at-risk sites were closed in observance of Veteran's Day. MUESD did not properly claim the at-risk meals in accordance with Title 7, *Code of Federal Regulations (7 CFR)*, Section 226.17a(p). All 230 at-risk supper meals claimed on November 11, 2016, will be disallowed.

Section 226.17a(p) of 7 *CFR* states in part:

... at-risk afterschool care centers must report the total number of at-risk afterschool snacks and/or (in eligible States) the total number of at-risk afterschool meals served to eligible children based on daily attendance rosters or sign-in sheets.

Required Corrective Action

1. Implement written policies and procedures to ensure that MUESD will only claim at-risk meals on operating days based on daily attendance rosters or sign-in sheets. Submit a copy of the written policies and procedures to the CDE.

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2. Provide the CDE with the name and title of the person responsible for reporting the at-risk meals and the name and title of a different person responsible for performing a review for accuracy.
3. Train all responsible staff on proper at-risk meal claiming and submit to the CDE a copy of the training sign-in sheet with the printed names and signatures of all trainees and an agenda including training topics, trainer(s), date(s), location(s), and start and end times.

The CDE must receive written evidence of corrective action from MEUSD by **April 5, 2018**, for Finding 2017-002 of the LEA audit report.

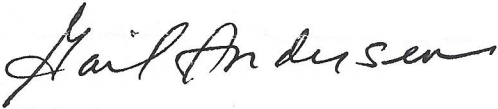
Please mail MEUSD's corrective action documentation (CAD) to:

Nicole Bartlett, Associate Governmental Program Analyst
Nutrition Services Division
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814

If the CDE does not receive MEUSD's CAD by **April 5, 2018**, the CDE will withhold MEUSD's National School Lunch Program reimbursements in accordance with 7 CFR, Section 210.24.

If you have any questions regarding this subject, please contact me by phone at 916-323-6036 or by e-mail at gandersen@cde.ca.gov.

Sincerely,



Gail Andersen, Child Nutrition Supervisor II
Nutrition Services Division

GA:nb

cc: Ted Moreno, Chief Business Officer, Meadows Union Elementary School District