



DEPARTMENT OF EDUCATION

The Townsend Building
401 Federal Street Suite 2
Dover, Delaware 19901-3639
DOE WEBSITE: <http://www.doe.k12.de.us>

Mark T. Murphy
Secretary of Education
Voice: (302) 735-4000
FAX: (302) 739-4654

April 3, 2014

Dr. Tennell Brewington, Co-Director
Sean Moore, Co-Director
Family Foundations Academy Charter School
1101 Delaware Avenue
New Castle, DE 19720

Dear Dr. Brewington and Mr. Moore:

This letter serves to summarize the corrective action follow-up that was conducted at Family Foundations Academy Middle School on Wednesday, March 12, 2014. The following corrective actions were reviewed:

- Eligibility Determination and Benefit Issuance: A current student meal eligibility roster was compared with the student meal eligibility roster that was validated during the December 2 -5, 2013 administrative review. All student eligibilities that were incorrectly documented during the December 2 – 5, 2013 review have been corrected. Documentation was provided for any student changes that took place after the December 2 – 5, 2013 review.

During the follow-up review, there were five students listed on the current student meal eligibility roster in error. Two of the five students had the incorrect eligibility in Kidserv; however, the SFA was aware of this error and was working with Kidserv to correct it. The error has since been corrected and the students are now documented in Kidserv in the correct meal eligibility. The other three benefit issuance errors were corrected before the end of the follow-up review.

- Meal Counting and Claiming: Beginning January 2014, the School Food Authority (SFA) no longer used manual meal counting rosters to identify students receiving a reimbursable meal. All students receiving a reimbursable meal are now entered into the POS system.

As a requirement of the Findings and Corrective Action Summary from the December 2 – 5, 2013 review, ten (10) staff members including both of you, participated in a 2-hour training session that was held at Family Foundations Academy Middle School on Friday, March 21, 2014. The training included: 1) Community Eligibility Provision, 2) Procurement, 3) Eligibility Determination and Benefit Issuance, 4) Verification Activities, 5) Meal Counting and Claiming Procedures, and 6) Meal Production Records.

At this time, we are encouraged by the effort that has been made in correcting the meal counting and claiming errors and are hopeful that moving forward Family Foundations Academy Charter School will operate the School Nutrition Programs in compliance with State and Federal regulations.

As always, we are here to offer our continued support and guidance. Feel free to call on our office should you need any assistance.

Sincerely,



Aimee F. Beam, RD, LDN
Education Associate, School Nutrition Programs

Attachments: Information Required for Coordinated Review

Cc: Linda C. Wolfe, Ed.D., RN, Director, School Support Services
Jennifer Nagourney, Director, Charter Schools
Mark Durma, Program Specialist, USDA MARO
Brenda Rogers, SNP Manager
Field Agents, School Nutrition Programs