

May 8, 2018

Lindsey Palmer, RDN, LD
State Agency Director
Wellness and Nutrition Services
Offices of the State Superintendent of Education
1050 1st St NE – 6th Floor
Washington, DC 20002

Dear Ms. Palmer:

This is to advise your office of the results of our Fiscal Year (FY) 2018 Management Evaluation of the District of Columbia Summer Food Service Program. The purpose of the review was to evaluate your Agency's operations and compliance with established policies, regulatory requirements, and quality standards. The Food and Nutrition Service reviewers examined the following functional areas: Resource Availability, Financial Management, State Agency Civil rights and Administration, Waivers, Appeal Procedures, Program Oversight, and Program Operations. The State agency was visited the week of February 26th.

Included in the report are noteworthy initiatives, which are projects or practices worthy of recognition as best practices or notable accomplishments and identified as worth sharing with other States agencies for replication. Our FNS reviewers would like to recognize OSSE's SFSP staff for facilitating an initiative to decrease food waste for food that cannot be reused or stored and for their new SFSP sponsor survey that is intended to improve customer service within the district.

For the functional areas covered during this review, the evaluation found that your State agency is generally fulfilling its responsibilities for the administration of the program and is in compliance with applicable regulations and policies with the exception of the following three findings and one observation.

A finding is the identification of non-compliance with regulations, FNS Instructions, and/or policy memoranda, and/or other authoritative documents. Each finding is associated with a required corrective action. The term 'required corrective action' is the element of the report that conveys action(s) that must be taken by the State agency to correct noncompliance with Federal requirements and policy.

An observation is the identification of a weakness in program operations or management that does not rise to the level of a finding. Each observation is associated with a suggestion. A suggestion is a statement of actions that should be considered by the State agency to correct an observation of a weakness. Suggestions are intended to assist the State agency in operating more effectively, and the State may or may not choose to adopt them.

Enclosed you will find the full report that includes a detailed description of the above referenced findings/recommendations, observation/suggestion, and noteworthy initiatives. Please submit in the ME Tool a written response to the corrective actions required in our report within sixty (60) calendar days of your receipt of this letter. The response must address each required corrective action including implementation time frames and supporting documentation as needed. Upon receipt and review of the information requested to address these findings, we will advise your Agency if additional actions are needed to resolve the issues. A finding will not be closed until FNS validates that all Required Corrective Action addresses the violation and the required corrective action has been implemented by the State agency.

We wish to thank you and your staff for the courtesies extended to our representatives during the course of this review process. We look forward to the continuation of the productive work relationship between FNS and the OSSE. If you have any questions, please contact Danielle Gibb at 609-259-5036 or danielle.gibb@fns.usda.gov.

Sincerely,

A handwritten signature in blue ink that reads "Timothy M. Walsh". The signature is fluid and cursive, with the first name "Timothy" being more prominent than the last name "Walsh".

Timothy M. Walsh, Branch Chief
Community Nutrition Programs
USDA Food & Nutrition Service
Mid-Atlantic Region