

Food and  
Nutrition Service

August 23, 2018

Mid-Atlantic Regional  
Office

Lindsey Palmer, Director  
Health and Wellness

300 Corporate Blvd.  
Robbinsville NJ  
08691-1598

Office of the State Superintendent of Education  
810 First St. NE, 4<sup>th</sup> Floor  
Washington, DC 20002

Dear Ms. Palmer:

This letter is to inform you of the results of the USDA Food and Nutrition Service (FNS) Fiscal Year (FY) 2018 Financial Management Review (FMR) of the District Of Columbia Child Nutrition Programs. The purpose of the FMR was to evaluate State compliance with Federal financial regulations, FNS regulations and FNS policy.

The enclosed FMR report details areas of noncompliance, areas of potential weakness during the FMR. These items are listed in the FMR report as findings.

Each finding is associated with a required corrective action that must be taken by the State agency to correct noncompliance with Federal requirements. Each observation is associated with a suggestion to address a potential weakness. Both items require a response from the State agency.

During the FMR, the FNS review team identified six findings. Finding one concerns the need for detailed written procedures for preparation of the Child and Adult Care Food Program (CACFP), FNS-44 report. Finding two addresses certification timeliness for the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), CACFP, and Summer Food Service Program (SFSP) participation reports. Finding three relates to more detailed written procedures for the financial status reports for the NSLP, SBP, SMP, CACFP, and SFSP programs. Finding four concerns certification timeliness for the Annual Report of State Revenue Matching report. Finding five addresses the Family Day Care Home Sponsor Administrative year-end reconciliation requirement. Finding six relates to sponsor debt management.

FNS requests that your agency respond in the FMR Tool within 60 days of the date of this letter, as outlined in the State agency response section of the FMR report. This FMR will remain open until FNS receives responses to all required corrective actions and validates that your agency has implemented all required corrective actions.

Please extend our appreciation for the courtesy and cooperation extended by all the District Of Columbia Child Nutrition Program staff during the FMR process.

If you have any questions, please contact April Denson at [April.Denson@fns.usda.gov](mailto:April.Denson@fns.usda.gov) or 609-259-5195 or contact me directly at [Debbie.mansfield@fns.usda.gov](mailto:Debbie.mansfield@fns.usda.gov) or 609-259-5140.

Sincerely,

A handwritten signature in black ink that reads "Debbie Mansfield". The signature is written in a cursive style and is positioned above the typed name and title.

DEBBIE MANSFIELD  
Regional Director  
Grants Management and Administrative Services Division

Enclosure