



August 6, 2024

Sheila Oak, Food Service Director
Duluth ISD #709
Sponsoring Authority ID Number: 1000003456
SFSP Administrative Review Report

Dear Sheila Oak:

Thank you for the courtesy and cooperation received during the administrative review of your Summer Food Service Program (SFSP). The purpose of the review was to assess your organization's administration of the SFSP and provide technical assistance in program areas requiring support. Program areas that are not in compliance with SFSP regulations are designated by a finding in the attached Summer Food Service Program Review Report.

In the attached review report, sponsor level findings are summarized first, followed by findings for each site, as applicable, where a meal service was observed. Type your corrective action response to the findings to thoroughly describe the action taken regarding each finding. Include all the processes and/or procedures that will be or have been implemented. List all persons and their titles who will be involved in correcting the finding and maintaining the corrective action. Provide the date when corrective action was or will be implemented. If needed, include supporting documentation in your response that validates the corrective actions you have implemented or will implement. Submit corrective actions to me by Tuesday, August 20th.

Findings from this review resulted in adjustments to meal counts and/or claims for reimbursement as indicated in the review report. A Sponsoring Authority has the right to appeal the denial of all or part of claims for reimbursement or the withholding of payment arising from an administrative review or follow-up review. To request an appeal, follow the instructions in the appeal procedure found on MDE's website at <https://education.mn.gov/MDE/dse/FNS/SFSP/App/>. If your sponsorship does not request an appeal, claims for reimbursement must be adjusted by your sponsorship or will be adjusted by the state agency, as indicated in the review report, and funds recovered.

It was a pleasure working with you and your staff. If you have any questions regarding this administrative review or the review findings, please contact me at Natasha.Lemke@state.mn.us or by phone at (651) 582-8264.

Sincerely,

Natasha Lemke
Nutrition Program Consultant
Nutrition Program Services