

Administrative Review Preliminary Assessment Report Technical Assistance and Corrective Action Plan

SFA Name: Bear Creek Community Charter School

SFA Agreement Number: 118-40-000-1

School(s) reviewed: Bear Creek Community Charter School

Date of Entrance Conference: 11/5/2025

Date of Exit Conference: 11/5/2025

The Healthy Hunger-Free Kids Act of 2010 (HHFKA) requires the State Agency to conduct Administrative Reviews of schools and institutions that participate in the National School Lunch Program and School Breakfast Program. The objectives of the Administrative Reviews are to:

- Determine that the School Food Authority (SFA) meets program regulations,
- Provide technical assistance,
- Provide a Corrective Action Plan, if applicable,
- Assess fiscal action and, if applicable, recover improperly paid claims.

This Administrative Review Summary Report is a preliminary assessment of the areas of review. For each area, a check box will indicate one or more of the following:

- (1) A commendation indicating that the SFA had no findings and is to be congratulated for compliance in this area.
- (2) Indication that technical assistance (TA) was provided.
- (3) Finding that requires a Corrective Action Document (CAD).
- (4) Finding with potential fiscal action (FA).
- (5) Finding resulted in termination of Performance-Based Reimbursement.
- (6) Not Applicable.

Fiscal Action (FA) must be assessed when the SFA claims or receives more federal and state funds than earned under 7 CFR 210.18.

Please note that this report is not inclusive, the final corrective action and/or potential fiscal action may change based on additional review of information and/or documentation obtained during the Off-Site and On-Site review. A final report will be available on the CN PEARS system.

Commendations

Food Storage areas are neat and very organized.
Breakfast and lunch menus met required nutrient standards.

Performance Standard 1

Performance Standard 1 focuses on the certification and benefit issuance process and the accuracy of meal counting and claiming.

100 - Certification and Benefit Issuance

Fiscal action must be assessed for errors resulting in incomplete applications, incorrectly determined applications, and benefit issuance errors.

☐ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD ☐ Potential FA ☒ NA

CEP District/School

200 - Verification

Fiscal action must be assessed for errors resulting in failure to update a change in eligibility status resulting from verification

☐ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD ☐ Potential FA ☒ NA

* Verification: Collection Report still due by Feb. 2, 2026.

2100 - Community Eligibility Provision (CEP)

☒ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD ☐ Potential FA ☐ NA

300 - Meal Counting and Claiming

Fiscal action must be assessed for inaccurate meal counting and claiming for the day of review and the month of review.

☒ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD ☐ Potential FA ☐ NA

Performance Standard 2

Performance Standard 2 focuses on whether meals claimed for reimbursement meet meal pattern and nutritional quality requirements.

400 – Meal Component and Quantities

Fiscal action must be assessed for meals served with missing components. Fiscal action may occur of repeat violations involving vegetable subgroups, milk type, and/or food quantities,

☒ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD ☐ Potential FA

500 – Offer versus Serve

Fiscal action must be assessed for meals served with missing components under OVS.

☒ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD ☐ Potential FA ☐ NA

600 – Dietary Specifications and Nutrient Analysis

☒ Congratulations, the SFA is found to be compliant in this area.

☒ TA ☐ CAD ☐ Potential FA ☐ Termination of Performance-based Reimbursement

Grab n' Go breakfast items from carts should be combined into one analysis with the main serving line menu items.

General Areas of Review

700 - Resource Management

Review of Resource Management will be conducted by DFN Fiscal Specialists. If applicable, Technical Assistance and/or Corrective Action will be communicated by the Fiscal Specialists.

800- Civil Rights

☒ Congratulations, the SFA is found to be compliant in this area.

☒ TA ☐ CAD

900 – SFA On-Site Monitoring

☐ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD ☒ NA

Single Site School Food Authority (SFA).

1000 - Local Wellness

Review of the Local Wellness Policy will be conducted by DFN Nutrition Consultant. If applicable, Technical Assistance and/or Corrective Action will be communicated by the Nutrition Consultant.

1100 – Smart Snacks

☒ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD ☐ NA

1300 - Water Availability

☒ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD

1400 – Food Safety

☒ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD

1500 – Reporting and Record Keeping

☒ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD

1600 - School Breakfast and SFSP Outreach

☒ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD

Food Service Management Company (FSMC)

Review of Food Service Management Company will be conducted by DFN Audit Specialists. If applicable, Technical Assistance and/or Corrective Action will be communicated by the Audit Specialists.

Additional Federal Programs

1700 – Afterschool Snacks

☐ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD ☐ Potential FA ☒ NA

Afterschool Snack Program has not been implemented as of day of review.

1900 – Fresh Fruit and Vegetable Program

☐ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD ☐ Potential FA ☒ NA

2000 – Special Milk Program

☐ Congratulations, the SFA is found to be compliant in this area.

☐ TA ☐ CAD ☐ Potential FA ☒ NA

High-Risk Monitoring

☐ 7 CFR 210.18(c) initiated a targeted follow-up review process for SFAs determined to be high-risk. Factors involved with a high-risk designation may include, but are not limited to, significant certification and benefit issuance errors, Performance Standard 1 and 2 findings, and/or unallowable costs. Based on the preliminary assessment results, the SFA may be considered for high-risk monitoring, which involves a follow-up review within two years. A final decision will be made while processing the review and the SFA will be notified upon receiving the closure letter.

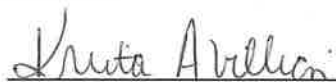
☒ NA

For areas indicating that Technical Assistance (TA) was provided by the State Agency, the TA report is available for review by the SFA on the CN PEARS system.

For areas indicated as requiring Corrective Action by the SFA, the final report will be available for the SFA on the CN PEARS system in approximately four weeks. The SFA will receive an e-mail notification when the report is available for the SFA to access. The e-mail will also include the deadline for submission of the Corrective Action taken by the SFA which will be 30 days from the date that access is granted. The SFA is highly encouraged to immediately develop and implement corrective action for all findings identified in this report. If the SFA operates more than one site, findings must be corrected system-wide and corrective action implemented at all participating sites.

If the State Agency has identified any findings that involve potential fiscal action, the SFA must submit "uncorrected meal counts", for the month of the on-site review, into CN PEARS system for reimbursement no later than the 15th of the following month.

This Preliminary Assessment Report has been reviewed with the Sponsor representative(s) during the exit conference. The requirements for submission of the Documented Corrective Action Plan have been reviewed and instructions have been provided.



Signature of Review Official

Food and Nutrition Advisor

Title

11/5/2025
Date

I certify that I understand the requirements assigned for the SNP Administrative Review and other Pennsylvania Department of Education reports discussed during this review. I certify that I understand that failure to submit a response to the findings and/or submit required documentation by the required deadline of 30 days from the date access is granted may result in withholding of payments.

Signature of Authorized District Official

Title

Date