



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234
Office for P-20 Education Policy
Child Nutrition Program Administration / Summer Food Service Program
89 Washington Avenue-Room 375 EBA, Albany, NY 12234-0055
Tel (518) 486-1086 Fax (518) 474- 9920
<http://www.cn.nysed.gov>

LEA CODE: 120401040000

October 11, 2023

Mr. Eric Whipple
Charlotte Valley CSD
15611 State Hwy 23
Davenport, NY 13750-0202

Dear Mr. Whipple:

The New York State Education Department (SED), in accordance with Summer Food Service Program (SFSP) regulations (7 CFR Part 225.7), conducted a review of your sponsor and site(s). The review process is not intended to be an all-inclusive or final review Charlotte Valley CSD's SFSP operations. Therefore, Charlotte Valley CSD should continue to examine operations at periodic intervals to ensure compliance with SFSP administration requirements.

There were no findings as a result of our review.

Please note that SED reserves the right to conduct additional reviews, either announced or unannounced, for any irregularities and/or to verify corrective action was completed and applied to all sites under the jurisdiction of the sponsor, as appropriate and/or to conduct applicable close out procedures in the event of program termination. Note, your organization may be declared seriously deficient in the SFSP and this may jeopardize participation in other Child Nutrition Programs if your organization fails to fully and permanently correct all findings to SED's satisfaction and within the allotted time frames established.

Sponsor records shall be retained for a period of 3 years after submission of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit. These records must be readily retrievable or immediately available upon request.

The Summer Food Service Program focuses on improving the critical nutrition and hunger safety net for millions of children. Our goal for all Child Nutrition Programs is to increase awareness and participation in these programs while promoting program integrity. Our intent is to provide you with any assistance that will enable you to continue to offer program benefits to the community. If you have any questions, please do not hesitate to contact me at (518) 486-1086.

Sincerely,



Michelle Crawford
Food Program Evaluation Specialist I

cc Mica Thorsland

Enclosures

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

program.intake@usda.gov

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