



March 23, 2021

Mrs. Karen Jones, Café Manger  
Wilkes Barre Area Career & Technical Center  
P.O. Box 1699  
Wilkes-Barre, PA 18705-0699

RE: National School Lunch Program  
Agreement Number: 118-40-860-7

Dear Mrs. Jones:

The Pennsylvania Department of Education (PDE) is required under Title 7 of the Code of Federal Regulations to do an administrative review of schools and institutions which participate in the National School Lunch and School Breakfast Programs. These reviews are performed under a system called the Administrative Review.

An Administrative Review of the Wilkes Barre Area Career & Technical Center was performed on January 21, 2021. During the review, PDE examined:

- Applications for free and reduced-price meals to ensure that they were approved correctly,
- Menus, production records, and completion of a nutrient analysis to ensure that the meals served to children met meal compliance dietary requirements, and
- The meal counting system to ensure that accurate counts of meals were taken at the Point of Service.

At the conclusion of the review, a preliminary exit conference was conducted. At that time, problems found during the review were discussed with you and technical assistance was provided. If problems were found, a Corrective Action Document (CAD) was available on the PEARS Review Dashboard following the exit conference. The CAD described the problem(s) and specified what actions were needed to correct them. You were asked to respond to the CAD and inform us of the actions that were taken to correct the problem(s).

Your response to the CAD has been received. The action(s) that you have taken to correct the problem(s) noted during the review are satisfactory. A copy of the approved CAD(s) is/are available for review on the PEARS Review Dashboard.



I would like to thank you and your staff for the courtesy, cooperation, and professionalism extended during our visit. Keep a copy of this letter for your files. If you have any questions, contact me at 717-772-2386.

Sincerely,

*Erin S. Brunner*

Erin Brunner  
Regional Supervisor  
Division of Food and Nutrition  
Bureau of Budget and Fiscal Management

EB/mr

cc: AR Review File