On May 15-16, 2019 a CACFP Review was conducted at  P0011 Clay Co. Childcare.  During that review it was noted enrollment forms and component amounts had minor errors and meal counts needed to be checked.  Based on findings submitted to Child Nutrition & Wellness and the corrective action taken by  P0011 Clay Co. Childcare, School Finance will be instructed to enter the adjusted underpayment on the KN-CLAIM Meal Payment System.

The adjustment will be paid as federal funds become available.  Please watch for the claim report indicating the amount of the adjustment.  The underpayment was computed to be approximately $567.07.

If you have documentation indicating the findings are incorrect, you may request a review by submitting a written request to Child Nutrition & Wellness within 15 calendar days after receipt of this notice. The request must be mailed to or be filed with the KSDE Office of General Counsel with another copy mailed to KSDE Child Nutrition & Wellness at the following:

         Kansas State Department of Education, Office of General Counsel, 900 SW Jackson St., Topeka, KS  66612-1212

         Kansas State Department of Education, Child Nutrition & Wellness, 900 SW Jackson St., Suite 251, Topeka, KS 66612-1212

If you elect to request a review, you must submit written information indicating why the findings are incorrect.  The written information must clearly identify the issues being appealed and must specifically state the reasons you believe the findings are incorrect.  Supporting documentation, if available, must be attached to the written information and appropriately identified.

The written information must be submitted to the Office of General Counsel not later than 30 calendar days after receipt of this notice.  Written information received after that date will not be considered by the Review Official.

In addition to submitting written documentation, you may also request a hearing regarding the findings.  If you wish to request a hearing, the hearing will be held in Topeka, Kansas.   Further information concerning the procedures to follow in requesting a review is located in *Administrative Handbook*Chapter 8 – Audits, Deficiencies & Appeals.  This publication is available at [www.kn-eat.org](https://owa.ksde.org/owa/redir.aspx?C=8fd1e78cecf248b6843d94b77a87b3ea&URL=http%3a%2f%2fwww.kn-eat.org), Child and Adult Care Food Program, Administrative Handbook.

If you do not request a review, the adjustment will be entered in the KN-CLAIM Meal Payment System.  The underpayment amount will be adjusted and noted on the claim return report that accompanies your reimbursement check or the electronic payment advice.

We appreciate your cooperation during the review.

Sincerely,

**Diana Diana Floyd, RD, LD**

CACFP Nutrition Consultant

Child Nutrition and Wellness