



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 1, 2023

Lynsey Johnston
Superintendent
Great Salt Bay CSD
767 Main Street, Suite 2
Damariscotta, ME 04543

Dear Superintendent Johnson:

The Jefferson Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 16, 2023 Stephanie Stambach reviewed Jefferson Village School. An exit conference with you occurred on November 16, 2023.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation required. Please submit a detailed response for each of the review findings listed in the report by the deadline(s) listed. Responses must be submitted through CNPweb, Maine Department of Education Child Nutrition's Administrative Review software, and must address the following:

- How the finding was corrected (include who, when & how)
- Documentation that the finding has been corrected district-wide
- How this action will ensure future compliance

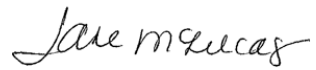
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have no problems in meeting the response deadline.

The Official Notification also provides the potential fiscal action, which is an initial estimate of the amount of reimbursement that will be reclaimed. These are only estimates which must be adjusted to the actual date of corrective action for each violation. If documentation of corrective action or acceptable corrective action is not received by the response date stated above, the claim will be recalculated to the end of the school year.

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov.do/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

We hope that this review has been helpful to you and your staff. If you should have any questions, or if we can assist in any way, please feel free to contact Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/SS/pn



SNP Administrative Review Findings

Jefferson Public Schools (235)

Program Year 2024

Jefferson Public Schools (235)

767 Main Street Suite 2
Damariscotta, ME 04543

Food Service Contact

Ms. Michelle Miller
Food Service Director
(207) 506-3044

Executive Contact

Mrs. Lynsey Johnston
Superintendent
(207) 506-3044

No. of Sites / Reviewed: 1 / 1
Month of Review: October 2023
Date of on-site review: November 16, 2023

Commendations

- * Thank you to Michelle Miller and Karen Anderson for assisting with the Jefferson Public Schools administrative review. Karen is a new kitchen manager and is doing a great job. She is eager to learn the program requirements and was receptive to feedback during the review.

Technical Assistance

- * The full non-discrimination statement is required on the School Nutrition website. It was found that the federal statement was listed but was missing the Maine statement. This was corrected prior to the on-site review and no further action is needed.
* Technical assistance was provided on recording vegetable portion sizes on production records for field trip meals. Currently, there is a pre-filled range on the production record, and it should list the specific portion to ensure the meal pattern is met.
* The kitchen manager brought up the concern of food waste, specifically with milk. Solutions were discussed such as moving the milk to the end of the line, as students tend to select the first item they see in line. Another option is to implement a share table where students can place unwanted food items, such as milk and pre-packaged items. The DHHS share table guidelines would need to be followed.

Resource Management Comprehensive Review - Jefferson Public Schools (235)

765. Adult Meals

Finding 1: Adults are allowed to charge meals

The current practice is for adults to charge up to \$10.00 for meals. This is an unallowable practice and will need to be addressed.

Corrective Action:

An email has been sent to all AOS 93 kitchen managers that adult meals will not be charged. No further action is needed.

Corrective Action Deadline: N/A; completed

General Program Compliance - Jefferson Public Schools (235)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 2: The AOS 93 wellness policy does not meet federal requirements

It was found that the wellness policy posted on the AOS 93 website is not in compliance. This was part of the corrective action for the previous review in 2019; however, it appears that the updated language was not implemented. Compliant wellness policy language was emailed to Michelle Miller that can be used.

Corrective Action:

Adopt compliant wellness policy and post on the AOS 93 website. Upload the updated, school board approved policy to CNPWeb- E Reviews- Corrective Action Responses.

Corrective Action Deadline: January 31, 2024

SNP Administrative Review Findings**Jefferson Public Schools (235)*****Program Year 2024***

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 3: Triennial assessment of local wellness policy not completed.

The wellness policy must be assessed every three years and is a federal requirement. A sample assessment tool can be found on the Child Nutrition website: <https://www.maine.gov/doe/schools/nutrition/programs/nslp>.

Corrective Action:

Complete assessment and upload results to CNP web- E Reviews- Corrective Action Responses.

Corrective Action Deadline: February 28, 2024**Technical Assistance:**

Technical assistance on the triennial assessment was provided on-site.

SNP Administrative Review Findings**Jefferson Public Schools (235)***Program Year 2024***Jefferson Village School (236)****Food Service Contact**767 Main Street Suite 2
Damariscotta, ME 04543

Month of Review: October 2023

Meal Counting & Claiming - Jefferson Village School (236)*325. Review Period meal counts by category correctly used in the claim? Enter data.***Finding 4: Meal count errors found with October 2023 claim**

Jefferson uses the Mosaic POS system to count meals. The following meal count errors were found:

Overclaim:

- 160 lunch meals overclaimed on 10/18 (320 recorded when should be 160).
- 70 breakfast meals overclaimed on 10/19 (140 recorded when should be 70).

This appeared to be a POS system issue of claiming meals twice and was not systemic; however, there should be edit checks in the system to prevent future errors from happening. For example, on 10/18, the system recorded 320 lunches; however, there are only 236 students enrolled in the school. The edit check checks would have caught this.

Underclaim:

- 163 lunch meals not claimed on 10/31
- 68 breakfast meals not claimed on 10/31.

The underclaiming was due to human error and reduced the overall fiscal action for this finding. See below figure for fiscal action.

Net over/underclaim: +3 lunch meals, -2 breakfast meals.**Corrective Action:**

1. Revise October claim based on the above meal counting errors. This has already been corrected and no further action is needed.
2. Describe the edit checks that will be used to prevent an overclaim from happening in the future. Upload response to CNP web- E reviews- Corrective Action Responses.

Corrective Action Deadline: January 31, 2024**Estimated Fiscal Action: \$4.56 for 2 overclaimed breakfasts *This amount will be deducted in the November reimbursement check.****Meal Components & Quantities - Jefferson Village School (236)***409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.***Finding 5: Meal pattern errors, including missing meal component, found during Review Period.**

One week of menus and production records were reviewed for October 2023. The following meal pattern errors were found:

- On 10/5, a vegetable was planned (potatoes); however, was substituted with a fresh orange. A missing vegetable constitutes a missing meal component and therefore the 174 lunches served on this day are non-reimbursable.

SNP Administrative Review Findings

Jefferson Public Schools (235)

Program Year 2024

- Missing weekly starchy vegetable due to no vegetable served on 10/5.
- A non-whole grain rich croissant was served for breakfast.

Corrective Action:

Revise October 2023 claim by deducting 174 non-reimbursable lunches. A non-whole grain rich croissant will be switched to a whole grain version.

Corrective Action Deadline: N/A; October claim was revised. No further action is needed.

Estimated Fiscal Action: \$740.43 (difference between the 174 non-reimbursable lunches and 3 underclaimed lunches mentioned in finding #4). ***This amount will be deducted in the November reimbursement check.**

Technical Assistance:

Technical assistance was provided on-site regarding the importance of substituting vegetables in the same category. For example, if potatoes are not available, serve corn or peas in place. This is to ensure the weekly vegetable sub groups are met.

Sincerely,

Stephanie Stambach MS, RD, SNS
Child Nutrition Supervisor
stephanie.stambach@maine.gov
207-215-9437