



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

PAUL R. LEPAGE  
GOVERNOR

ROBERT G. HASSON, JR., Ed.D.  
COMMISSIONER

December 19, 2018

Donna Jacques  
Principal  
St. Thomas School  
69 North Avenue  
Sanford, ME 04073

Dear Principal Jacques:

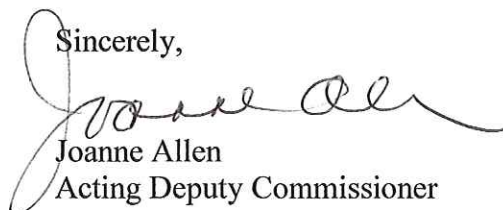
An Administrative Review of the St. Thomas School Nutrition Program was conducted on December 13, 2018. We appreciated the assistance given by you and your staff.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates discussed during the exit conference. Please return a signed copy of this Official Notification when submitting the corrective action documentation. **Please provide the corrective action documentation by February 2, 2019.** Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable. 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.

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 Sarah Platt at 624-6879 or email [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov).

Sincerely,



Joanne Allen  
Acting Deputy Commissioner

JA/SDP/psn

Enclosure

**Administrative Review Report  
St. Thomas School Nutrition Program  
December 13, 2018**

***Introduction***

The St. Thomas School Nutrition Program was reviewed based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures.

***Performance Standard 1: Meal Access and Reimbursement***

**Certification and Benefit Issuance-** Eligibility documentation for free and reduced-price meal benefits was reviewed. It was determined that the reduced-price meal guidelines listed on the back of the meal benefit application were used to determine free meal eligibility. The guidelines on the back of the application only show the reduced-price threshold and cannot be used to determine free meal eligibility. Each application was reviewed and signed by both Leonor Walker and Donna Jacques. Training is needed for both approving officials.

Free and reduced-price guidelines were provided and each application was reviewed with Leonor Walker to determine the correct eligibility. Households whose application was incorrectly approved for free meal benefits have been notified of the error and their meal benefit will change to reduced-price on December 24, 2018.

Due to the number of application errors, an independent review of applications must be completed next school year. An independent review is a second trained person who will confirm the initial approval of applications and verify eligibility on the Master eligibility list. Both people reviewing the applications must sign off and date each application.

**Verification-** The required error-prone method was not used to select households for verification. Technical assistance was provided on how to identify an error-prone application. Annual verification training is recommended.

**Meal Counting and Claiming-** No Findings.

***Performance Standard 2: Meal Pattern and Nutritional Quality***

**Meal Components and Quantities-** Production records are used to support the claiming of reimbursement for meals and therefore must document the items offered and quantities served for meal service. Production records were not available for the breakfast program and were incomplete for the lunch program from the review period. During the onsite review, product labels were assessed for compliance to verify that the meal pattern was met. In addition, technical assistance was provided to Leonor Walker on how to accurately complete production records. She was very receptive and demonstrated improvement in her completion of production records.

***Resource Management***

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO to determine the following ratios:

<b>SY 2018</b>	<b>Target</b>	<b>Actual</b>
Percentage of Food to Total Revenue	35-40%	32.27%
Percentage of Labor to Total Revenue	50-55%	51.28%
Percentage of Other to Revenue	<u>5-10%</u> 100%	<u>9.88%</u> 93.43%

**Paid Lunch Equity (PLE)**- The program is compliant with the PLE requirement.

**Meal Charging**- The School Nutrition Program has a charging policy/procedure.

### *General Program Compliance*

**Records and Record Keeping**- Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required. A la carte figures were not recorded correctly on the November Monthly School Details. While revenue and expenses are included with total revenues and disbursements, they should also be identified on the Monthly School Details. This should be revised.

**Smart Snacks Competitive Foods Rule**- Three products were not compliant with Smart Snacks guidelines. These were removed immediately. Technical assistance was provided on identifying the compliant versions of these products including using the Smart Snacks calculator found online at <https://foodplanner.healthiergeneration.org/calculator/>.

**Food Safety and Sanitation**- Kitchen and storage areas were very clean. No findings.

**Civil Rights**- No findings.

**Wellness Policy**- No findings. This policy needs to be assessed for compliance every three years.

**Training/Professional Standards**- School nutrition staff have met required professional standards training hours. However, ongoing training in the areas related to review findings including determining student eligibility and completing production records is recommended.

**Corrective Action**- Corrective action is required as a result of this Administrative Review. The enclosed form outlines what is required. A detailed response and documentation of the corrective action must be returned to our office by the date specified, along with the enclosed form signed by the Superintendent.

### **Summary**

Leonor Walker is in her second year as food service director. While she is still working on understanding the numerous rules and regulations pertaining to the National School Lunch Program, she produces quality meals and delivers great customer service to the students. It is evident she cares about her program and the students she serves. Leonor was very receptive to,

and appreciative of, the feedback and technical assistance provided. It was a pleasure to conduct a review of this program.

Sincerely,

  
Sarah D. Platt, RD, SNS  
Child Nutrition Consultant

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** St. Thomas School

**Local Education Official:** Donna Jacques

*Instructions:* Please submit a detailed response for each of the review findings listed below. Responses must be attached to this document 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

**This review will remain open until this form has been returned along with the requested documentation that the review finding(s) has been corrected and this form is signed by the Local Education Agency Official. Failure to return complete documentation as requested may result in the withholding of reimbursement payments.**

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**Finding 1 – Performance Standard 1: Certification and Benefit Issuance – Six meal benefit applications incorrectly approved for free meal benefits.**

Corrective Action:

1. Notify households that their free meal benefits were approved incorrectly and will be changed to reduced-price meal benefits on December 24, 2018.
2. Submit documentation that Leonor Walker and Donna Jacques have participated in training on determining meal benefit eligibility

Date Due: February 2, 2019

Estimated Fiscal Action: to be determined

**Finding 2 – Performance Standard 2: Meal Components and Quantities - Incomplete breakfast and lunch production records**

Corrective Action: Submit one week of completed breakfast and lunch production records.

Date Due: February 2, 2019

Estimated Fiscal Action: None at this time

**Finding 3 – General: Smart Snacks - Three items sold as a la carte were not smart snack compliant.**

Corrective Action: Describe how this violation has been corrected to ensure future compliance.

Date Due: February 2, 2019

Estimated Fiscal Action: None at this time

Reviewer's Signature         Sarah Platt        

Date         12/20/2018

**You may be subject to a revisit if the error tolerance level was exceeded.**

  X   1<sup>st</sup> Review           Revisit

Date Mailed to School/Institution Official   12/21/18  

Submit to:    Maine Department of Education  
                  Child Nutrition  
                  136 State House Station  
                  Augusta, ME 04333-0023

Superintendent

\_\_\_\_\_  
Signature of Local Education Agency Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date