



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 29, 2019

Katherine Grondin
Superintendent
Auburn Public Schools
PO Box 800
Auburn, ME 04210

Dear Superintendent Grondin:

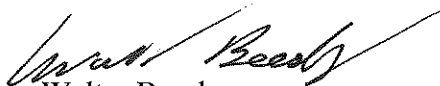
An Administrative Review of the Auburn Public Schools Nutrition Program was conducted on March 5th and 6th, 2019.

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 June 29, 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 Stephanie Stambach at 624-6732 or email stephanie.stambach@maine.gov.

Sincerely,


Walter Beesley
Child Nutrition Director

WB/SS/pp

**Administrative Review Report
Auburn School Nutrition Program
March 5 & 6, 2019**

Introduction

The Auburn School Nutrition Program was reviewed. Walton School and Edward Little High School was selected to represent the district 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 was reviewed for a sampling of 380 students receiving free and reduced price meal benefits. One student was listed as receiving free meals based on the Direct Certification list; however, documentation was not maintained to support this. Corrective action is required; either the family will need to complete a meal benefit application or the student must change to full pay.

Verification- Four applications were verified. Nutri Kids software selects the applications to be verified based on the error prone method. One application selected was not error prone and technical assistance was provided. When meal benefits are reduced, families must be given 10 calendar days for the change to take effect. This was not given and student status was changed less than 10 calendar days.

Meal Counting and Claiming- No findings.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- Menus and production records were reviewed for Walton School and Edward Little High School. There were no meal pattern findings for breakfast or lunch at Edward Little High School.

At Walton School, a starchy vegetable was not offered for lunch during the week of review. Corrective action is required. Missing vegetable subgroups were a finding in the SY 2017 review and had been corrected. Repeat violations involving missing vegetable subgroups are subject to fiscal action in future reviews.

Recipes need updating to reflect what is actually being done. The recipes are used to determine how the meal contributes towards the meal pattern and also serves as a guide for kitchen staff. These are a work in progress; however continued effort is needed to ensure recipes are accurate.

Resource Management

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

SY 2018	Target	Actual
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Percentage of Food to Total Revenue	35-40%	48.54%
Percentage of Labor to Total Revenue	50-55%	49.54%
Percentage of Other to Revenue	<u>5-10%</u>	<u>3.61%</u>
	100%	101.68%

General Program Compliance

Records and Recordkeeping- Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required.

Smart Snacks Competitive Foods Rule- The Smartfood popcorn sold a la carte at Edward Little High School does not meet Smart Snacks guidelines. Corrective action is required.

Food Safety and Sanitation- At Edward Little High School an infrared thermometer was used to take food temperatures at the deli bar. Because this thermometer only checks the surface temperature, a stemmed or digital thermometer should be used, which measures the internal temperature.

Civil Rights- No findings. All school nutrition staff have participated in annual civil rights training.

Wellness Policy- The wellness policy was reviewed and meets the federal requirements. Technical assistance to offer further improvements was provided on the following:

- The nutrition standards for foods sold section references the Board’s EFE competitive food sales policy, which includes language on Chapter 51. Chapter 51 is obsolete and should be removed from the competitive food sales policy.
- There is a statement under food and beverage marketing that immediate replacement of scoreboards is not needed for items that do not meet federal Smart Snacks guidelines. This statement is incorrect and will need to be removed in future policy revisions.

Fresh Fruit and Vegetable Program (FFVP)- The FFVP was observed at Walton School and bananas were offered. Per conversation with the kitchen manager, dried fruit is sometimes offered which is not allowed under FFVP guidance. There was question on whether some of the school staff were taking part in the FFVP snack. It was reinforced that only adults that are role modeling can participate in the program with students and it is not available for the general adult population.

After School Snack Program- On site observation was conducted at Edward Little High School without issues. An onsite monitoring form of this program is required during the first 4 weeks of operation and a second time during the course of the program. This had not been completed for Edward Little High School and corrective action is required.

Training/Professional Standards- No findings. All nutrition staff are on track to meet their required training hours.

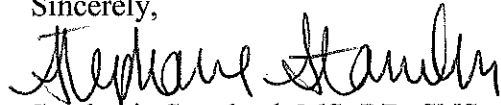
Corrective Action- Corrective action is required as a result of this Administrative Review. The enclosed form outlines what is required. A detailed response and documentation of the corrective

action must be returned to our office by the date specified, along with the enclosed form signed by the Superintendent.

Summary

The Auburn School Nutrition Program has made progress in meeting program guidelines and regulations. School nutrition staff are conscientious and eager to make improvements, which was evident during this review. Keep up the good work.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Stambach".

Stephanie Stambach MS, RD, SNS
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Auburn Public Schools

Local Education Official: Katherine Grondin

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 signed and returned by the Local Education Agency Official, along with the requested documentation that the review finding(s) has been corrected. 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.

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

No documentation to support one student on the Direct Certification list

Corrective action: Submit a copy of completed meal benefit application or documentation that the student has changed to full pay.

Date Due: June 29, 2019

Estimated Fiscal Action: \$39.15

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

Missing starchy vegetable for lunch at Walton School

Corrective action: Submit lunch production records for the week of May 20-24, 2019.

Date Due: June 29, 2019

Estimated Fiscal Action: None at this time; however repeat findings in future reviews may result in fiscal action

Finding 3 – General Program Compliance: *Smart Snacks Competitive Foods Rule*

Smartfood popcorn sold a la carte at Edward Little High School

Corrective action: Submit statement that this will no longer be sold.

Date Due: June 29, 2019

Estimated Fiscal Action: None

Finding 4 – General Program Compliance: *After School Snack Program*

On site monitoring form for Edward Little High School was not completed within the first 4 weeks of operation

Corrective action: Complete on-site monitoring form and submit a copy to the reviewer.

Date Due: June 29, 2019

Estimated Fiscal Action: None

Reviewer's Signature



Date

5/30/19

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

 X 1st Review Revisit

Submit to: Maine Department of Education
 Child Nutrition
 136 State House Station
 Augusta, ME 04333-0136

Signature of Local Education Agency Official

Title

Date