



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

May 28, 2019

Brad Ulmer  
Director  
Becket Family of Services  
PO Box 269  
Belgrade, ME 04917

Dear Superintendent Becket:

An Administrative Review of the Becket Family of Services School Nutrition Program was conducted on April 25, 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 28, 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 Michele Bisbee at 624-6708 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley".

Walter Beesley  
Child Nutrition Director

WB/MB/pp

**Administrative Review Report**  
**Becket Family of Services School Nutrition Program**  
**April 25, 2019**

***Introduction***

The Becket Family of Services School Nutrition Program was reviewed. Androscoggin Learning and Transition Center was selected to represent the program 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**- No findings.

**Verification**- Currently verification is not being completed on time. This has been a repeat finding for the last few years. The verification process can begin on October 1st and needs to be completed by November 15<sup>th</sup> every year. We offer verification training mid-September every year, it is strongly recommended that this is attended. Corrective action is required.

**Meal Counting and Claiming**- Meal counts are tracked manually using a checklist. ALTC has currently moved to a new location and with this, teachers are responsible for accountability. No problems were observed on the day of review but continued training is strongly recommended for anyone that may help with this. At this time only meals for free eligible students are being claimed and no breakfasts that are served are being claimed. The program should consider both of these to take full advantage of the federal reimbursement offered to them.

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

**Meal Components and Quantities**- Menus for the week of February 11, 2019 were reviewed and it showed that no dark green vegetable was planned for the week and bacon, which is a non-creditable meat, was served. On the day of review hot dogs were the menu item. The hot dog that was served was not creditable. Technical assistance was provided regarding what types of hot dogs could be served to credit towards the meal pattern. Training on menu planning and food crediting in the child nutrition program are highly recommended. This is a repeat finding. Corrective action is required.

**Production Records:** Production records are used to support the claiming of meals and therefore, must document the items offered and quantities served as part of a reimbursable meal. Production records were completed correctly.

***Resource Management***

Becket Family of Services maintains a zero cashbook balance, which follow the Maine DOE procedures correctly. Claims for reimbursement are filed late, the due date for these is the 8<sup>th</sup> of each month. This indicates poor program management when applying for grants. Consideration should be given to a new procedure for obtaining meal counts from all of their sites.

### ***General Program Compliance***

**Food Safety and Sanitation**- Health Inspection reports were displayed for public view. A sample meal was available. Written food safety Standard Operating Procedures (SOP) were not on file. Corrective action is required.

**On-Site Monitoring**- On-site monitoring forms have not been completed. Every year on-site monitoring needs to be completed for all lunch services and 50% of your breakfast services. There are specific forms that need to be filled out and kept on file to document this. This is an ongoing repeat finding over the last few years. Corrective action is required.

**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**

Keith at the Androscoggin Learning and Transition Center is new this year. He comes with a good amount of culinary skills. He shows that he wants to do well within the program and with the correct and continued training it is believed that he can succeed in this. Overall Becket's performance in the program has been lacking. Currently they do not claim breakfast at two of their locations leaving hundreds of dollars in federal reimbursement on the table weekly. It is strongly suggested that the current systems in place be looked at for effectiveness and that changes are made where needed. Ensuring proper training for new staff and ongoing training for experienced staff will hopefully help to not only educate them but also inspire them to provide the students with the best possible program that they deserve. The Maine DOE Child Nutrition team is offering a training on July 26<sup>th</sup> specifically for RCCI's and Private schools, it is strongly recommended that as many staff members that work within the program as possible attend this training.

Sincerely,



Michele Bisbee  
Child Nutrition Consultant

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** Becket Family of Services

**Local Education Official:** Brad Ulmer

*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.**

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**Finding 1 – Performance Standard 1: Verification** – *Verification started and completed late. This is a repeat finding.*

Corrective Action: Attend verification training on September 17, 2019. Complete SY20 Verification.

Date Due: November 1, 2019

Estimated Fiscal Action: None at this time

**Finding 2 – Performance Standard 2: Meal Components and Quantities** - *Menu documentation from the review period did not meet meal pattern requirements. Meals offered on the day of review did not follow meal pattern requirements. This is a repeat finding*

Corrective Action: Production records from the week of May 13<sup>th</sup> need to be submitted to the reviewer.

Date Due: June 28, 2019

Estimated Fiscal Action: \$366.30

**Finding 3 – General: Food Safety and Sanitation** – *SOPs were not available for review.*

Corrective Action: SOPs need to be developed and available in each kitchen. Copies need to be submitted to the reviewer.

Date Due: June 28, 2019

Estimated Fiscal Action: None

**Finding 4 - General: On-Site Monitoring** – *This is consistently not completed. This is a repeat finding.*

Corrective Action: Complete on-site monitoring and submit forms to the reviewer. Develop a plan for next school year to ensure on time completion of this requirement. Please include who will be responsible for visiting the site and a planned date for the visit.

Date Due: June 28, 2019

Estimated Fiscal Action: None

Reviewer's Signature Michele Bibee

Date 5-28-19

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

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

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

Superintendent

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date