



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 15, 2019

Jeremy Ray
Superintendent
Biddeford Public Schools
18 Maplewood Avenue
Biddeford, ME 04005

Dear Superintendent Ray:

An Administrative Review of the Biddeford Public Schools Nutrition Program was conducted on February 1, 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 April 1, 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.

Sincerely,



Joanne Allen
Director of School Finance & Operations

JA/SP/pn

Enclosure

**Administrative Review Report
Biddeford School Nutrition Program
February 1, 2019**

Introduction

The Biddeford School Nutrition Program was reviewed. Biddeford Primary 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- All reviewed eligibility determinations were approved correctly. No findings.

Verification- No findings.

Meal Counting and Claiming- No findings.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- The red/orange vegetable sub-group offerings were shy of the required $\frac{3}{4}$ cup over the week. This was due to the type of vegetable juice offered with the bag lunch. This will be corrected by switching to a different vegetable juice which credits towards the red/orange sub-group.

Resource Management

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

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	36.63%
Percentage of Labor to Total Revenue	50-55%	53%
Percentage of Other to Revenue	<u>5-10%</u>	<u>3.97%</u>
	100%	93.6%

General Program Compliance

Civil Rights – The non-discrimination statement on eligibility letters needed updating to reflect the most current statement. This was completed prior to the on-site review. No further action is needed.

Smart Snacks Competitive Foods Rule- No findings.

Food Safety and Sanitation- Health Inspection reports were displayed for public view; a sample meal and temperature logs were available; and a written food safety Standard Operating Procedures (SOP) were on file. No findings.

Buy American- Canned pears and peaches from the review period were found to be produced in China, however were supported by the price differential exception. Products must be reviewed during ordering and receiving for compliance with the Buy American provision.

Wellness Policy- The wellness policy is in the process of being revised to be compliant with the most recent requirements. A copy of the final, approved policy will need to be submitted to the reviewer.

Training/Professional Standards- Program staff are on track to meet their required training hours.

After School Snack Program- An on-site observation was conducted at Biddeford Intermediate School. No findings.

Fresh Fruit and Vegetable Program (FFVP)- No findings.

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 Biddeford School Nutrition Program is well-managed and operating very well. Sandy Lewis and her staff are knowledgeable, friendly, and quick to respond to any feedback. We appreciate the time and effort provided throughout the review process. Keep up the great work.

Sincerely,



Sarah D. Platt, RD, SNS
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Biddeford Schools

Local Education Official: Jeremy Ray, Superintendent

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 2: Meal Pattern and Nutritional Quality – *Insufficient red/orange vegetable offered for the week of review.*

Corrective Action: Submit documentation of how this will be corrected.

Date Due: N/A corrected 2/1
Estimated Fiscal Action: None

Finding 2 - General: Local Wellness Policy – *District does not have a compliant wellness policy.*

Corrective Action: Revise policy to be compliant and submit a copy that has been approved by the school board.

Date Due: April 1, 2019
Estimated Fiscal Action: None

Finding 3 - General: Civil Rights – *Eligibility notification letters did not contain the current Federal and State non-discrimination statement.*

Corrective Action: Revise eligibility notification letters and submit a copy to the reviewer.

Date Due: N/A corrected 2/1
Estimated Fiscal Action: None

Reviewer's Signature *Joshua Platt* Date 2/13/2019

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

 X 1st Review Revisit

Date Mailed to School/Institution Official 2/19/19

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