



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
ACTING COMMISSIONER

January 9, 2019

Travis Works  
Superintendent  
Cornville Regional Charter School  
48 South Factory Street  
Skowhegan, ME 04976

Dear Superintendent Works:

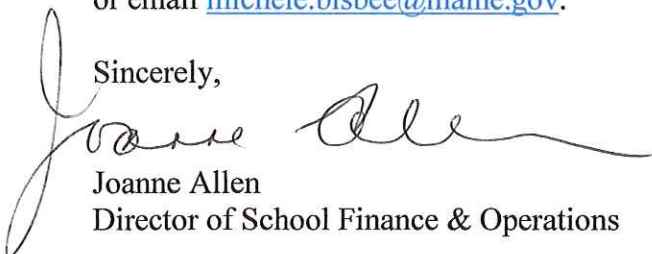
An Administrative Review of the Cornville Regional Charter School's Nutrition Program was conducted on November 20, 2018.

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 15, 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,



Joanne Allen  
Director of School Finance & Operations

JA/MB/pn

Enclosure

**Administrative Review Report**  
**Cornville Regional Charter School Nutrition Program**  
**11/20/18**

***Introduction***

The Cornville Regional Charter 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**- Applications were approved correctly. It was observed that the document they use to file their claims is updated correctly but they do not always update infinite campus to match. When a change to student benefits occurs this needs to be updated in both systems simultaneously.

**Verification**- Is completed correctly but is consistently late. It was discussed that verification can begin as soon as October 1. Reports need to be filed on time and there will be corrective action.

**Meal Counting and Claiming**- No problems were observed. Cornville Regional Charter School operates universal free breakfast. The teachers come down to the cafeteria and get all the components needed for breakfast and then check off who took breakfast on a class roster. For food safety and food cost reasons it was suggested that they consider having the kids pick up their breakfast from the cafeteria in the morning and then take it back to class with them. This will allow for better oversight of the program as a whole.

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

**Meal Components and Quantities**- Cornville School Nutrition Program chooses not to use the offer vs. serve method and because of this it is very important that they record the correct serving size on their production records. It also needs to be documented that two types of milk are being offered at both meals. While on site the reviewer was able to see that they are serving the students the correct amounts but need to pay closer attention to their documentation. Consideration should be given to the offer vs. serve method to cut back on food waste. Corrective action will be 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 not completed correctly. Technical assistance was provided to both the school and to the restaurant that provides the meals on what needs to be recorded. Corrective action will be required.

***Resource Management***: The School Nutrition Program is not currently reporting their subsidy received in NEO, this is causing the cashbook balance in NEO to be incorrect.

**Paid Lunch Equity (PLE)**- No PLE tool required because they charge over the required amount.

**Meal Charging**- The School Nutrition Program does not have a charging policy/procedure, this is a requirement. Corrective action is required

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

**Records and Record Keeping**- Most reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required.

**Food Safety and Sanitation**- Health Inspection reports were not displayed for public view, this is a requirement and needs to be corrected. A sample meal was available. Written food safety Standard Operating Procedures (SOP) were not on file. It was discussed that these must be developed and reviewed by all that have duties within the program. Corrective action is required.

**Civil Rights**- No Findings

**On-Site Monitoring**- This has not been completed, the process was discussed on site. 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**

Travis Works and Jess Brown are working hard to offer great food within their program. Attention needs to be given to accurate documentation. I believe that with a little more guidance they have the ability to meet the requirements of the program.

Sincerely,



Michele Bisbee  
Child Nutrition Consultant

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** Cornville Regional Charter School

**Local Education Official:** Travis Works

*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: Verification** – Verification report is consistently submitted late.

Corrective Action 1: A plan needs to be submitted to the reviewer explaining how this will be corrected moving forward.

Date Due: February 15, 2019

Person Responsible: Jess Brown

Estimated Fiscal Action: To Be Determined

**Finding 2 - Performance Standard 2: Meal Components and Quantities** – Incorrect serving sizes were recorded on the production records.

Corrective Action 1: Production records for the week of January 7<sup>th</sup> will need to be sent to the reviewer.

Date Due: February 15, 2019

Person Responsible: Jess Brown

Estimated Fiscal Action: To Be Determined

**Finding 3 - Performance Standard 2: Production Records** – Production records were not filled out completely.

Corrective Action 1: Production records for the week of January 7<sup>th</sup> will need to be sent to the reviewer.

Date Due: February 15, 2019

Person Responsible: Jess Brown

Estimated Fiscal Action: To Be Determined

**Finding 4 - General: Meal Charging** – There is no meal charging policy.

Corrective Action 1: Having a meal charging policy is a federal requirement. A policy will need to be developed and approved and sent to the reviewer.

Date Due: February 15, 2019  
Person Responsible: Travis Works  
Estimated Fiscal Action:

**Finding 5 - General: Food Safety and Sanitation** – Health inspection not posted for public view.

Corrective Action 1: A photo of the inspection posted for public view will need to be sent to the reviewer.

Date Due: February 15, 2019  
Person Responsible: Jess Brown  
Estimated Fiscal Action:

**Finding 6 - General: General: Food Safety and Sanitation** – SOP's were not available for review.

Corrective Action 1: A book of applicable SOP's will need to be put together and reviewed. Documentation of this will need to be sent to the reviewer.

Date Due: February 15, 2019  
Person Responsible: Jess Brown  
Estimated Fiscal Action:

**Finding 7 - General: On-Site Monitoring** – On site monitoring was not completed last year.

Corrective Action 1: On site monitoring forms for this year will need to be sent to the reviewer along with a plan to ensure this is completed every year moving forward.

Date Due: February 15, 2019  
Person Responsible: Jess Brown  
Estimated Fiscal Action:

Reviewer's Signature Michelle Bisbee Date 1/9/19

**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 \_\_\_\_\_

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