



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

January 2, 2019

Scott Porter  
Superintendent  
Cutler Public Schools  
291 Court Street  
Machias, ME 04654

Dear Superintendent Porter:

An Administrative Review of the Cutler Public Schools Nutrition Program was conducted on December 19, 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 11, 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 David Hartley at 624-6878 or email [david.hartley@maine.gov](mailto:david.hartley@maine.gov).

Sincerely,

Joanne Allen  
Director of School Finance & Operations

JA/DH/pn

Enclosure

**Administrative Review Report  
Cutler School Nutrition Program  
December 19, 2018**

***Introduction***

The Cutler School Nutrition Program was reviewed. Bay Ridge Elementary 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-** Corrective action is required. All applications were reviewed. One application listing both foster children and family children was approved free based on a SNAP number reported for the two foster children. Only the foster children qualify for free meal benefits and the family children would be based on income for the family. Based on information provided the family application is denied. A letter must be sent to the family notifying them of the change and a copy sent to the reviewer

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 verification process was completed with errors. The required verification method is called "Error Prone". This requires an income application approved that is within \$100 of the income guidelines be verified. This was not done. One Error Prone application was available.

Only income approved applications were included in the sample pool. All approved applications are included in the sample pool. If no Error Prone applications are available then any of the approved applications could be selected.

Training is needed on the Verification process. A recorded webinar and the PowerPoint slides are available on the Child Nutrition web site. On September 19, 2019 at 1:00pm in Augusta, yearly verification training will be offered.

**Meal Counting and Claiming-** A review of the menu and production records showed that the meal pattern requirements are being followed.

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

**Meal Components and Quantities-** Standardized recipes are required. Standardized recipes include the serving size and the number of servings it will make. Recipes will need to be updated to include this information.

### ***Resource Management***

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO. Town support in the amount of \$37,585 is not included in our comparison of expenses to revenue below:

<b>SY 2018</b>	<b>Target</b>	<b>Actual</b>
Percentage of Food to Total Revenue	35-40%	77.58%
Percentage of Labor to Total Revenue	50-55%	170.52%
Percentage of Other to Revenue	<u>5-10%</u>	1.29%
	100%	249.38%

### ***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.

**Food Safety and Sanitation-** Health Inspection reports were not displayed for public view. It needs to be moved so the customers can see it. This was explained to the kitchen manager. No temperature logs are maintained for the freezer and refrigerators. This is a requirement to monitor the correct temperature is maintained. For the month of January 2019 submit to the reviewer copies of the temperature log.

**Wellness Policy-** Corrective action is required. The wellness policy was reviewed and the following elements were missing:

- Policy for food and beverage marketing consistent with Maine statute §6662 (3) Food and beverage advertising
- A designated district official(s) to ensure school(s) comply with policy

The last review of the Wellness Policy was completed in May 2015. Current requirements are that the policy be reviewed at a minimum, every three years.

A sign in the gym has the Coca Cola logo. Based on Maine Statues; advertising brand-specific food or beverages are not allowed:

Advertising on School Grounds: Maine Statues: Title 20 A: Chapter 223, Sub Chapter 9, Section 6662, Foods outside school meal program

**3.Food and beverage advertising.** Brand-specific advertising of food or beverages is prohibited in school buildings or on school grounds except for food and beverages meeting standards for sale or distribution on school grounds in accordance with rules adopted under subsection 2.

For the purposes of this subsection, "advertising" does not include advertising on broadcast media or in print media such as newspapers and magazines, clothing with brand images worn on school grounds or advertising on product packaging.

The sign must be removed.

**Training/Professional Standards**- Corrective action is required. Documentation was not available to verify Professional Standards training hours. Once documentation is received it needs to be forwarded to the reviewer.

**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

Kitchen Manager Kandee Ramsdell does a good job preparing meals for her customers. The kitchen is clean and well maintained. Keep up the good work.

Sincerely,



David Hartley  
Child Nutrition Consultant

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** Cutler

**Local Education Official:** Scott Porter

*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: Application Errors**

One application was approved incorrectly.

Corrective Action: A copy of the corrected letter must be sent to the reviewer.

Date Due: completed

Estimated Fiscal Action: \$204.75

### **Finding 2 – General**

The most recent health inspection must be posted for public view. This was explained to the kitchen manager and it will be moved.

Corrective Action: Submit pictures to the reviewer showing the correct placement

Date Due: February 11, 2019

Estimated Fiscal Action: n/a

### **Finding 3 – General**

Documentation to show the Professional Standards hour completed was not available.

Corrective Action: Submit to the reviewer the documentation to show completed Professional Standards training hours.

Date Due: February 11, 2019

Estimated Fiscal Action: n/a

### **Finding 4- General:** The current Wellness Policy needs to be updated.

Two items are missing from the current Wellness Policy. The Superintendent's designated official to ensure compliance and policy of beverage marketing

Corrective Action: Submit to the reviewer the updated Wellness Policy.

Date Due: July 20, 2018

Estimated Fiscal Action: n/a

**Finding 5 - General: Marketing**

The sign in the gym/cafeteria with Coca Cola brand must be removed.

Corrective Action: Submit pictures to the reviewer showing the removal of sign.

Date Due: February 11, 2019

Estimated Fiscal Action: n/a

Reviewer's Signature Paul M. Alcott Date 12/28/18

**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 1/3/19

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

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

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date