



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 15, 2019

Christian Elkington
Superintendent of Schools
Deer Isle-Stonington CSD
251 N. Deer Isle Road Unit 1
Deer Isle, ME 04627

Dear Superintendent Elkington:

An Administrative Review of the School or District 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 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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "Walter Beesley".

Walter Beesley
Child Nutrition Director

WB/DH/pn

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Deer Isle-Stonington CSD

Local Education Official: Christian Elkington

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 – General: After School Snack Service: The Snack has been overclaimed each month this school year. The total snacks served are incorrectly totaled and entered onto the monthly claim for reimbursement.

Corrective Action: Adjust the monthly claim for reimbursement. Inform the reviewer after the adjustments have been made.

Date Due: June 15, 2019

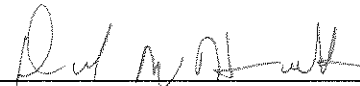
Estimated Fiscal Action: \$3,589.04

Finding 2 – General: After School Snack Service: The required Snack On-Site Monitoring forms have not been completed.

Corrective Action: Complete an On-Site Monitoring form and submit to the reviewer.

Date Due: June 15, 2019

Estimated Fiscal Action: n/a

Reviewer's Signature  Date 5-15-19

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

1st Review Revisit

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

**Administrative Review Report
Deer Isle-Stonington CSD School Nutrition Program
April 25, 2019**

Introduction

The Deer Isle-Stonington Nutrition Program was reviewed. Deer Isle 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 Free and Reduced-price Meal Applications were in excellent order and no problems were observed during the review.

Meal Counting and Claiming- A review of the November 2018 and February 2019 District Claim for Reimbursement were validated, no errors were noted.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities

Production Records: Production records for the week of March 4, 2019 were reviewed. Both breakfast and lunch meals served meet the Food Based Meal pattern.

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO. Town Appropriation of \$66,284.15 is not included.

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	55.20%
Percentage of Labor to Total Revenue	50-55%	55.23%
Percentage of Other to Revenue	<u>5-10%</u>	<u>8.48%</u>
	100%	118.91%

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.

After School Snack Service: An onsite review of the Snack Service was conducted, as well as a review of supporting documents for the monthly claim form.

Day of review: three items are offered and all three are taken by each student. No problems observed.

Paperwork: A review of the daily record forms used to keep track of the snacks offered and number of snacks taken by each student showed snacks are overclaimed. Three items are offered each day the Snack Program operates. The monthly tracking sheet shows the items offered and number each item taken. At the end of each month these numbers are totaled and entered on the monthly claim for reimbursement. A calculation of the over claim for October 2018-March 2019 resulted in an over claim of \$3,589.04. This will require an adjusted claim in the Child Nutrition program. The months of October 2018 – March 2019 must be revised. Below shows the claimed amount and the required revision amount.

Effective Month/ Year	Count-Free- Claimed	Correct Count
3/2019	1,281	370
2/2019	721	258
1/2019	1,269	431
12/2018	687	246
11/2018	751	234
10/2018	1,170	396
Annual	5,879	1,935

Send an email to the reviewer after the adjustments are made.

The Snack On-site Monitoring form was not completed. The sample form on the Child Nutrition web site was shown to staff. It is required to be completed twice a year. At the beginning and mid-year. The form must be completed and submitted to the reviewer.

Food Safety and Sanitation- Health Inspection reports were displayed for public view. Written food safety Standard Operating Procedures (SOP) were on file and need to be updated.

Wellness Policy- The wellness policy was reviewed. The most recent update is 8/15/18. The policy is compliant.

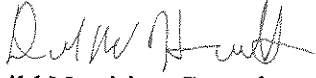
Corrective Action- Corrective action is required as a result of this Administrative Review. The enclosed form outlines what is required. A detailed response and documentation of the corrective action must be returned to our office by the date specified, along with the enclosed form signed by the Superintendent.

Summary

New Food Service Director Sheila Nevells is doing a very good job. The kitchen is clean and well maintained. A review of the High School kitchen showed the same, clean and well

maintained. Sheila is still learning and wants to learn. The kids receive well balanced meals.
Keep up the good work.

Sincerely,

A handwritten signature in cursive script, appearing to read "D. M. Hunt".

Child Nutrition Consultant