



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

December 21, 2018

Maria Libby
Superintendent
Five Town CSD
7 Lions Lane
Camden, ME 04843

Dear Superintendent Libby:

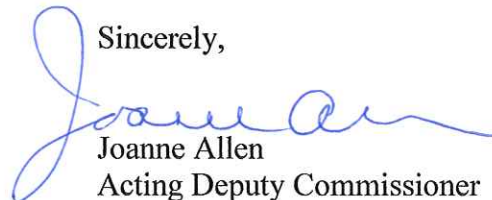
An Administrative Review of the Five Town CSD Nutrition Program was conducted on December 13, 2018. We appreciated the assistance given by you and your staff.

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 January 4, 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.

Sincerely,



Joanne Allen
Acting Deputy Commissioner

JA/MB/psn

Enclosure

**Administrative Review Report
Five Town CSD School Nutrition Program
12/13/18**

Introduction

The Five Town CSD 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- Corrective action is required.

- Two meal benefit applications were approved incorrectly. The process to get this corrected began while reviewer was on site

Verification- No findings.

Meal Counting and Claiming- The district uses the electronic point of service (POS) system, Meals Plus, to track reimbursable meals. The staff members that help were skilled at identifying reimbursable meals and ensuring students selected the required meal components of a reimbursable meal. No problems were observed.

Meal counts from the November 2018 District Claim for Reimbursement were validated and no errors were discovered.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities

Breakfast: signage explaining what constitutes a reimbursable breakfast was missing.

Lunch: The students of Camden Hills Regional High School are offered a wonderful variety of foods every day. Almost all of the vegetable subgroups are offered on the salad bar every day and there are four different stations where the students can get entrées from.

Production Records: During the off-site evaluation it was noted that there were some clarifications that could be made to the production records to give a clearer picture of the program. This was completed before the reviewer was on site.

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 \$18,000 is not included in our comparison of expenses to revenue below:

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	48.78%
Percentage of Labor to Total Revenue	50-55%	41.3%
Percentage of Other to Revenue	<u>5-10%</u>	<u>4.77%</u>
	100%	94.85%

Paid Lunch Equity (PLE)- The program has complied with the PLE requirement.

Meal Charging- The School Nutrition Program a charging policy/procedure.

Indirect Costs- No findings

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.

Smart Snacks Competitive Foods Rule- No findings.

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 on file. No findings.

Civil Rights- Program materials needed to be updated to contain the current non-discrimination statement. This was corrected before the reviewer was on site.

Wellness Policy- No findings

Training/Professional Standards- No findings. Staff is on track to complete training this school year.

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

Susan Boivin shows excellent management of all the aspects of the Child Nutrition Program. She does a wonderful job providing her staff with the skills and confidence to give the students of Five Town CSD with a variety of healthy and delicious meals. They offer an abundance of local foods and from scratch items for everyone to enjoy.

Sincerely,

Michele Bisbee

Michele Bisbee
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Five Town CSD

Local Education Official: Maria Libby

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.

Finding 1 – Performance Standard 1: Certification and Benefit Issuance – Two application errors, approved free but should have been reduced

Corrective Action 1: Letters were sent to the families while the reviewer was on site. Documentation of the benefit change needs to be sent to the reviewer.

Date Due: January 4, 2019

Person Responsible: Susan Boivin

Estimated Fiscal Action: To Be Determined

Finding 2 - Performance Standard 2: Meal Components and Quantities – Signage explaining what constitutes a reimbursable breakfast was missing

Corrective Action 1: A picture showing that signage has been posted will need to be sent to the reviewer.

Date Due: January 4, 2019

Person Responsible: Susan Boivin

Estimated Fiscal Action: None

Finding 3 - General: Civil Rights – Program materials contained an outdated non-discrimination statement

Corrective Action 1: Submit documentation to the reviewer showing that this has been updated.

Date Due: Completed

Person Responsible: Susan Boivin

Estimated Fiscal Action: None

Reviewer's Signature Michele Bisbee

Date 12/21/18

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

 X 1st Review Revisit

Date Mailed to School/Institution Official 12/27/18

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

Superintendent

Signature of Local Education Agency Official

Title

Date