



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
ACTING COMMISSIONER

February 1, 2019

Christine L'Abbe  
Principal  
Holy Cross School  
436 Broadway  
South Portland, ME 04106

Dear Principal L'Abbe:

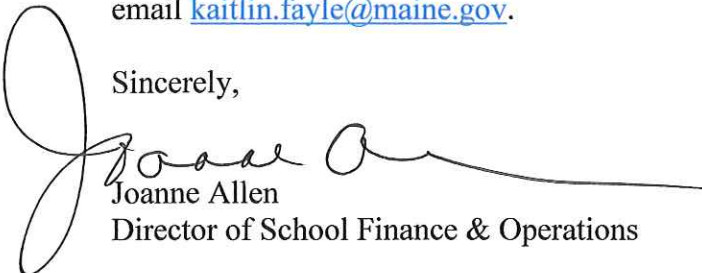
An Administrative Review of the Holy Cross School Nutrition Program was conducted on January 8, 2019.

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 March 28, 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 Kate Fayle at 624-6666 or email [kaitlin.fayle@maine.gov](mailto:kaitlin.fayle@maine.gov).

Sincerely,



Joanne Allen  
Director of School Finance & Operations

JA/KF/pn

Enclosure

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** Holy Cross School

**Local Education Official:** Chris L'Abbé

*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 – Meal Components and Quantities:** Planned vegetable quantities were not provided with the production record for the fruit and vegetable bar.

Corrective Action: Send the reviewer production records from the week of January 14<sup>th</sup> with projected serving size amounts for all food items.

Date Due: March 28, 2019

Estimated Fiscal Action: None at this time.

**Finding 2 – General:** Holy Cross School currently does not have meal charging policy

Corrective Action: Please create, approve, and post publicly a meal charging policy for the school.

Date Due: March 28, 2019

Estimated Fiscal Action: None

**Finding 3- General:** Signage to explain what makes a reimbursable meal to student was not available.

Corrective Action: This was fixed while the reviewer was onsite.

Date Due: Completed

**Finding 4 - General:** Local Wellness Policy, Wellness policy does not include a designated official.

Corrective Action: Send the reviewer the updated policy with a designated official listed.

Date Due: March 28, 2019

Estimated Fiscal Action: None

**Finding 5- General: Resource Management-** Food costs and revenue for a la caret items that profit the food service account must be recorded in the claim for reimbursement in NEO

Corrective Action: Send the reviewer documentation on how this has been corrected.

Date Due: March 28<sup>th</sup>

Estimated Fiscal Action: None

**Finding 6 - General: Civil Rights:** Civil Rights statement needs to be updated on all eligibility notification letters. Letters should include the Federal and State Civil rights statements.

Corrective Action: Send the reviewer updated eligibility notification letter templates that include full federal and state civil rights statements.

Date Due: March 28, 2019

Estimated Fiscal Action: None

Reviewer's Signature  Date 1/31/19

**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

**Administrative Review Report  
Holy Cross School Nutrition Program  
January 8, 2019**

***Introduction***

The Holy Cross 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**- No findings.

**Verification**- No findings.

**Meal Counting and Claiming**. Meal accountability is done manually by student roster. All meals and second meals are captured and charged correctly.

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

**Meal Components and Quantities**

**Review Period**- Lunch menus and production records were reviewed for the week of December 10, 2018. All meal components and quantities were met.

Holy Cross follows the menu from South Portland School Department. Bulk ingredients are delivered daily based on the entrée Holy Cross School selects from South Portland's options. Vegetable subgroups are met using a self-serve fruit and vegetable bar. Students are asked to take a full serving of fruit and or vegetable from the bar before reaching the serving window for their entrée.

**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 for Holy Cross should reflect projected serving size amount for each meal component this includes vegetables and fruit offered on the fruit and vegetable bar. Technical Assistance (TA) was provided to Jennifer Hayes to include the planned serving size for each item on the production record going forward. Corrective action is required.

Currently Holy Cross School does not offer a breakfast program, because of staffing reasons. A conversation was had with staff that breakfast could provide to students in simplified manner of offering the same items daily what require little or no preparation. A sample offering could be cereal, fruit and milk. Faculty could check a student off if they received a breakfast, as is done with lunch.

### ***Resource Management***

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO.

<b>SY 2018</b>	<b>Target</b>	<b>Actual</b>
Percentage of Food to Total Revenue	35-40%	45.99%
Percentage of Labor to Total Revenue	50-55%	43.09%
Percentage of Other to Revenue	<u>5-10%</u>	<u>2.28%</u>
	100%	91.36%

Food items available for purchase during after school activities profit the school food service account. This income and expense is not recorded in the claim for reimbursement. TA was provided to Terry McVeigh, Administrative Assistant, to record this additional income and expense for food under a la carte income and a la carte expense in the claim for reimbursement. This will allow the NEO reporting system to more accurately capture program expenses and revenues.

**Paid Lunch Equity (PLE)**- Holy Cross School charges \$3.00 for full price lunch, this is more than the minimum requirement and is compliant with Paid Lunch Equity.

**Meal Charging**- Corrective action is required. Holy Cross School currently does not have a meal charging policy in place.

### ***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 displayed for public view. A sample meal was available. Written food safety Standard Operating Procedures (SOP) very well customized to unique program operations.

**Signage**: Required Signage explaining what constitutes as a reimbursable lunch to students was missing. TA was given to Jennifer Hayes, and was fixed while the reviewer was onsite.

**Civil Rights**- Corrective action is required. Civil rights statement found on eligibility notification letters need to be updated

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

- A designated district official(s) to ensure school(s) comply with policy.

**Training/Professional Standards**- No findings.

## Summary

Holy Cross School has worked hard to adhere to the many program regulations of the National School Lunch Program. With a partnership with South Portland Public Schools, Jennifer Hayes, Chris L'Abbé and Terry McVeigh have made the lunch program at the School a success. I hope to continue to help and support this program in the future.

Sincerely,

A handwritten signature in cursive script that reads "Kate Fayle".

Kate Fayle  
Child Nutrition Consultant