



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

Susan Cote
Mount Merici Academy
18 Mount Merici Ave.
Waterville, ME 04901

Dear Ms. Cote:


An Administrative Review of the Mount Merici Academy School Nutrition Program was conducted on February 28, 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 30, 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 Stephanie Stambach at 624-6732 or email stephanie.stambach@maine.gov.

Sincerely,


Walter Beesley
Child Nutrition Director

WB/SS/pn

Enclosure

**Administrative Review Report
Mount Merici Academy School Nutrition Program
February 28, 2019**

Introduction

The Mount Merici Academy 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- All meal benefit applications were approved correctly. Technical assistance was provided that Mainecare numbers do not automatically qualify children for free meal benefits as the Mainecare income guidelines exceed the free income eligibility guidelines. At the time of the review, a Master eligibility list of free and reduced students was not maintained; this is a repeat finding from the previous review. A list was created while the reviewer was on site and no further action is needed.

Students that are eligible for free meal benefits due to being on the Direct Certification list did not receive a letter indicating this benefit. All students that are provided meal benefits must be notified either in writing or a phone call. Technical assistance was provided to Nicole Brown, the approving officer.

Verification- One application was selected for verification and the process was not completed correctly. Net income was calculated instead of gross income; technical assistance was provided to Nicole Brown. This resulted in the family's meal benefits changing from reduced to paid status. A letter notifying the family of this change has been sent and no further action is needed.

Copies of verification notification letters were not kept. All correspondence on the verification process must be maintained. It was recommended that a tracking sheet be used to document the process from start to finish as it follows certain timelines.

Meal Counting and Claiming- Meal counts for the month are calculated in an Excel spreadsheet by student name. Daily meal counts are not being maintained, which is required to ensure the meal counts for free and reduced price meals does not exceed the number of eligible students. Corrective action is required.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- Mount Merici Academy contracts with the Waterville School Nutrition Program for their meals. A review of the menu and production records showed that the meal pattern requirements are being followed. On the day of review, a beautiful salad bar was offered for lunch with a variety of fruits and vegetables to choose from.

Resource Management

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

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	91.63%
Percentage of Labor to Total Revenue	50-55%	9.63%
Percentage of Other to Revenue	<u>5-10%</u>	<u>7.54%</u>
	100%	108.80%

Because meals and labor is provided by the Waterville School Nutrition Program, the percentages shown do not fall within the typical ranges. However; the expense to revenue ratio should be monitored on a monthly basis to make sure costs are being covered.

General Program Compliance

Records and Recordkeeping- Four out of seven monthly claims for reimbursement were filed and approved late for School Year 2019. Late claims are a component used to determine fiscal management and is a factor in awarding federal grants.

Food Safety and Sanitation- No findings.

Civil Rights- The non-discrimination statement on eligibility letters needed updating to reflect the most current statement. This was completed on the day of review and no further action is needed.

Civil rights training had not been completed at the time of the review. All staff with responsibilities in the school nutrition program must receive annual civil rights training that is specific to school nutrition. Documentation of training was submitted to the reviewer and no further action is needed.

Wellness Policy- Mount Merici Academy currently does not have a wellness policy on file. To be in compliance the wellness policy must include the following elements:

- Goals for nutrition education
- Goals for nutrition promotion
- Goals for physical activity
- Goals for other school-based activities to promote student wellness
- Standards and nutrition guidelines for all foods and beverages *available* during the school day that are consistent with Federal regulations
- Standards and nutrition guidelines for all foods and beverages *sold* during the school day that are consistent with Federal regulations
- Policy for food and beverage marketing consistent with Maine statute §6662 (3) Food and beverage advertising

- Representation from a variety of district and community members including teachers of physical education, school health professionals, school board, school administration, parents, students, and food service.
- A designated district official(s) to ensure school(s) comply with policy

Corrective action is required. A sample wellness policy was provided to Nicole Brown.

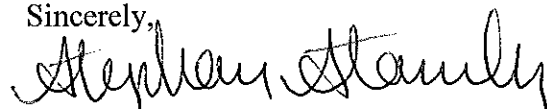
Training/Professional Standards- All non-school nutrition staff that has responsibilities related to the school nutrition program must be trained in their applicable areas. Nicole Brown, the approving officer and verification official, would benefit from more training in the areas of meal eligibility and the verification process. Training opportunities, including in person trainings and webinars, were discussed on site. Ongoing training is needed to keep up with regulation changes. The staff responsible for meal counting should be kept up to date on Offer vs. Serve, including how to identify reimbursable meals.

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 Head of School.

Summary

Some improvements are needed for the Mount Merici Academy School Nutrition Program to be in compliance with all program requirements. The staff was receptive to feedback provided during the review. I am confident that with time and additional training the school nutrition program will be meeting all requirements.

Sincerely,



Stephanie Stambach MS, RD, SNS
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Mount Merici Academy

Local Education Official: Susan Cote

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 - Performance Standard 1: *Meal Access and Reimbursement: Certification and Benefit Issuance*
A Master eligibility list of students was not maintained (repeat finding)

Corrective action: N/A- list was created while the reviewer was on site

Date Due: N/A

Estimated Fiscal Action: None at this time

Finding 2 - Performance Standard 1: *Meal Access and Reimbursement: Verification*
Verification process was not completed correctly

Corrective action: N/A- a letter notifying the family of the status change was completed

Date Due: N/A

Estimated Fiscal Action: \$28.60

Finding 3 - Performance Standard 1: *Meal Access and Reimbursement: Meal Counting and Claiming*
Daily meal counts are not being maintained

Corrective action: Submit daily free, reduced and paid meal counts for May 2019.

Date Due: June 30, 2019

Estimated Fiscal Action: None at this time

Finding 4 – General Program Compliance: *Civil Rights*

Eligibility notification letters did not contain the current Federal and State non-discrimination statement.

Corrective action: N/A- letters have been revised with the correct statement

Date Due: N/A

Estimated Fiscal Action: None at this time

Finding 5 – General Program Compliance: *Civil Rights*

Civil rights training was not completed by staff with responsibilities in the school nutrition program

Corrective action: N/A- signatures and dates of training were provided to the reviewer.

Date Due: N/A

Estimated Fiscal Action: None at this time

Finding 6 – General Program Compliance: *Wellness Policy*

Mount Merici Academy does not have a wellness policy on file

Corrective action: Create wellness policy with the required elements and submit final, approved version to the reviewer.

Date Due: June 30, 2019

Estimated Fiscal Action: None at this time

Finding 7 – General Program Compliance: *Training/Professional Standards*

Training in the areas of meal eligibility and verification are needed

Corrective action: Submit plan for how training will be completed on these topics for SY 2020.

Date Due: June 30, 2019

Estimated Fiscal Action: None at this time

Reviewer's Signature Stephan Stanley Date 6/13/19

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

X 1st Review Revisit

Date Mailed to School/Institution Official _____

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

Head of School

Signature of Local Education Agency Official

Title

Date