



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

May 10, 2019

Richard Colpitts  
Superintendent  
RSU 17  
232 Main Street, Suite 2  
South Paris, ME 04281

Dear Superintendent Colpitts:

An Administrative Review of the RSU 17 School Nutrition Program was conducted on April 11 & 12, 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 May 31, 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 Sarah Platt at 624-6879 or email [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov).

Sincerely,

Walter Beesley  
Child Nutrition Director

WB/SP/pn

Enclosure

**Administrative Review Report  
RSU 17 School Nutrition Program  
April 11 & 12, 2019**

***Introduction***

The RSU 17 School Nutrition Department was reviewed. Paris Elementary School and Oxford Hills Comprehensive High School were 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-** Four students were approved incorrectly for meal benefits. Households were notified of the error and their benefit status was changed.

**Verification-** One application was verified incorrectly by not including total income reported on the paystub and converting mixed frequencies of income to an annual amount. Technical assistance was provided.

**Meal Counting and Claiming-** Meal counts from the February and March 2019 District Claim for Reimbursement were validated and no errors were found.

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

**Meal Components and Quantities-**

Menu documentation for the breakfast and lunch program was reviewed for the week of February 4, 2019. At Paris Elementary School, the minimum fruit offering of 1 cup at breakfast was not met and 100% fruit juice offering exceeded the maximum requirement. 100% juice cannot exceed half of the fruit offering for the week. This was corrected prior to the on-site review by offering fruit and 100% juice options daily.

**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 at OHCHS did not specify that milk was available at lunch. Invoices were reviewed to validate that this required meal component was offered. Technical assistance was provided to record all items offered on the production record.

***Resource Management***

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO to be used in comparison of expenses to revenue below:

<b>SY 2018</b>	<b>Target</b>	<b>Actual</b>
Percentage of Food to Total Revenue	35-40%	40.38%
Percentage of Labor to Total Revenue	50-55%	47.53%
Percentage of Other to Revenue	<u>5-10%</u>	<u>3.66%</u>
	100%	91.57%

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

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

### ***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**- Vending machines at the high school contain items that are not compliant with the Smart Snack Guidelines, however the machines are turned off during the school day so this is not a finding.

One item, Pop Corners, being sold in the high school cafeteria was not compliant with Smart Snack guidelines. This was removed from service and not reordered.

**Food Safety and Sanitation**- The two reviewed kitchens were very clean and food safety and sanitation practices were being implemented correctly.

**Civil Rights**- The Federal and State non-discrimination statements on program letters needed to be updated. This was corrected prior to the on-site review and corrective action was received.

**Wellness Policy**- The wellness policy was reviewed and is compliant with current regulations.

**Training/Professional Standards**- Staff are on track for meeting Professional Standards training hours.

### ***Corrective Action***

Corrective action was required as a result of this Administrative Review and all requested documentation has been received. Please return the enclosed form signed by the Superintendent by the date requested.

### ***Summary***

Jodi Truman and her staff do a great job operating the RSU 17 school nutrition program. They are knowledgeable about the program, receptive to feedback and quick to implement necessary changes. The meals served on the day of review looked healthy and delicious, especially the "lemon zest broccoli" at the high school. This was a new recipe that staff prepared during a recent culinary training and it was a hit! It was a pleasure to conduct this review. Keep up the great work!

Sincerely,



Sarah D. Platt, RD, SNS  
Child Nutrition Consultant

**Administrative Review**  
**Official Notification of Review Findings and Required Corrective Action**

**Local Education Agency:** RSU 17

**Local Education Official:** Richard Colpitts, Superintendent

**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: Meal Access and Reimbursement – *Five student eligibility errors.***

Corrective Action: Notify households of the error and change eligibility

Date Due: Complete

Estimated Fiscal Action: \$355.36

**Finding 2 – Performance Standard 2: Meal Components and Quantities - *Insufficient fruit quantity at breakfast at Paris Elementary School.***

Corrective Action: Corrected prior to on-site review.

Date Due: Complete

Estimated Fiscal Action: None at this time

**Finding 3 – Performance Standard 2: Production Records - *Milk not recorded on the lunch production record at the high school.***

Corrective Action: Submit a copy of a high school production records showing this has been corrected.

Date Due: Complete

Estimated Fiscal Action: None at this time

**Finding 4 – General: Smart Snacks – *One item not compliant with Smart Snack guidelines.***

Corrective Action: Item was removed from service during on-site review.

Date Due: Complete

Estimated Fiscal Action: None at this time

**Finding 5 - General: Civil Rights – *Program letters did not contain the most recent Federal and State non-discrimination statements.***

Corrective Action: Revise program letters.

Date Due: Complete

Estimated Fiscal Action: None at this time

Reviewer's Signature   *Joah Platt*   Date   5/16/19  

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

  X   1<sup>st</sup> 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