



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

Jason Tardy  
Superintendent  
RSU 53  
167 School Street, Suite A  
Pittsfield, ME 04967

Dear Superintendent Tardy:

An Administrative Review of the RSU 53 School Nutrition Program was conducted on April 3, 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 Michele Bisbee at 624-6708 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley".

Walter Beesley  
Child Nutrition Director

WB/MB/pn

Enclosure

**Administrative Review Report  
RSU 53 School Nutrition Program  
April 3, 2019**

***Introduction***

The RSU 53 School Nutrition Program was reviewed. Warsaw Middle 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-** While reviewing applications it was discovered that one application was incomplete due to missing the SSN. One application says four household members but only listed two, status would change to reduced unless information can be obtained to verify that there are four household members. There was one student on the master list that was indicated as homeless but no there was no documentation to support this. Corrective action will be required.

**Verification-** Initially the correct number of applications were not selected for verification. This caused the district to have to file for an extension to be able to verify the correct number of applications. Also, it was discovered that one family that was chosen for verification was also chosen by the high school that another child attends. RSU 53 received the proof of income and the letter from the other school and based their decision on the letter. It was discovered that the family had been verified incorrectly and the students needed to be changed to full pay status. Discussion was had about the importance of verifying information for yourself even if it is received from another school. Corrective action is required.

**Meal Counting and Claiming-** All meals observed on the day of review were reimbursable. However, it was observed that reimbursable meals are being determined at the serving window. They offer a salad bar to the students as more of an extra. Technical assistance was provided that if they determined the reimbursable meals after the students has gone through both the hot line and the salad bar this could greatly reduce food waste.

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

**Meal Components and Quantities-** Menus from the review period showed that there were insufficient vegetables served on one day. There is no signage for students explaining how to make a reimbursable breakfast. Corrective action will be required.

**Production Records:** Production records were not completed correctly. Technical assistance was provided and it was explained that records need to show that there was a variety of milk offered.

***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%	48.45%
Percentage of Labor to Total Revenue	50-55%	38.27%
Percentage of Other to Revenue	<u>5-10%</u>	<u>2.44%</u>
	100%	89.17%

**Meal Charging**- The School Nutrition Program does not have a charging policy/procedure. Corrective action required

***General Program Compliance***

**On-Site Monitoring**- On-site monitoring is a requirement that needs to be completed every year. This has not been completed. Corrective action is required.

**Wellness Policy**- The wellness policy was reviewed and the following elements were missing:

- Goals for nutrition promotion.
- Policy for food and beverage marketing consistent with Maine statute §6662 (3) Food and beverage advertising.
- Nutrition guidelines currently reference Chapter 51, this rule no longer exists. This element needs to reference current Federal guidelines.

The current wellness policy has not been reviewed since 2015, it is required that the wellness policy be assessed every three years. Corrective action is required.

**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**

Patricia Roy is in her first year as director at RSU 53. She has been well received by her staff and administrators and I believe that with more experience and training she will succeed in running a successful nutrition program. I look forward to working with her in the future.

Sincerely,

  
Michele Bisbee  
Child Nutrition Consultant

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** RSU 53

**Local Education Official:** Jason Tardy

*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 – Performance Standard 1: Certification and Benefit Issuance –** *One incomplete application, one application approved incorrectly based on household documentation, and one student categorized as homeless has no documentation to support this.*

Corrective Action: Obtain the correct documentation and submit a copy to the reviewer.

Date Due: Completed

Estimated Fiscal Action: \$113.18

**Finding 2 – Performance Standard 1: Verification –** *One family verified incorrectly.*

Corrective Action: A plan needs to be developed showing how the verification official will make sure this will be prevented in the future. The plan and documentation that the student's status has changed to paid need to be submitted to the reviewer.

Date Due: June 10, 2019

Estimated Fiscal Action: None

**Finding 3 – Performance Standard 2: Meal Components and Quantities -** *Menu documentation from the review period showed there was insufficient vegetables on one day.*

Corrective Action: Production records for the week of April 22, 2019 need to be submitted to the reviewer.

Date Due: June 10, 2019

Estimated Fiscal Action: None

**Finding 4 – General: Meal Charging –** *RSU 53 currently has no meal charging policy.*

Corrective Action: A meal charging policy needs to be developed, approved and submitted to the reviewer.

Date Due: May 31, 2019

Estimated Fiscal Action: None

**Finding 5 - General: On-Site Monitoring** – *Has not been completed for this year.*

Corrective Action: This needs to be completed and submitted to the reviewer.

Date Due: June 10, 2019

Estimated Fiscal Action: None

**Finding 6 - General: Local Wellness Policy** – *District does not have an approved, compliant wellness policy.*

Corrective Action: Submit a compliant policy that has been approved by the school board.

Date Due: May 31, 2019

Estimated Fiscal Action: None

Reviewer's Signature Michelle Bisbee Date 5/10/19

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

1<sup>st</sup> Review  Revisit

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

\_\_\_\_\_  
Signature of Local Education Agency Official

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date