



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 15, 2019

Rhonda Sperrey
Superintendent
RSU 64
PO Box 279
East Corinth, ME 04427

Dear Superintendent Sperrey:

An Administrative Review of the RSU 64 Schools Nutrition Program was conducted on March 6, 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 April 14, 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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,


Joanne Allen
Director of School Finance & Operations

JA/DH/pn

Enclosure

**Administrative Review Report
RSU 64 School Nutrition Program
March 6, 2019**

Introduction

This is a revisit due to errors on the initial review.

Performance Standard 1: Meal Access and Reimbursement

Certification and Benefit Issuance- A statistical sample of 273 applications were reviewed. One application was approved incorrectly. The application contained a TANF number. This automatically qualifies the family for free meal benefits. The income on the application was approved as reduced. The student's eligibility was changed on the day of review. A copy of the letter notifying the family of the change must be submitted to the reviewer.

Verification- The verification process was reviewed. The applications selected were verified correctly. Copies of the correspondence notifying the family of the verification process and the final letter closing the review were not kept on file. Copies of all correspondence must be kept on file.

Training to assist with completing the Verification process is offered every year in September. The next training is Thursday, September 19, 2019. Watch for the Thursday update for more information as the time gets closer.

Meal Counting and Claiming- The day of review breakfast and lunch was observed at Central Community Elementary School. All meals served meet the Food Based meal pattern. No findings were observed.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities-

Production Records: A review of the production records for the week of January 7, 2019 showed that the meal pattern requirements are being followed for Breakfast and had a finding for the "Other Vegetables" sub-group during lunch.

The weekly vegetable subgroup requirements were not met for Central Community Elementary School. An elementary school must offer $\frac{3}{4}$ cup vegetable each day and throughout the week a minimum of $\frac{1}{2}$ cup dark green, $\frac{3}{4}$ cup red/orange, $\frac{1}{2}$ cup legumes, $\frac{1}{2}$ cup starchy and $\frac{1}{2}$ cup other vegetable. No "Other" vegetable sub group was offered during the week.

This is a repeat finding. During the review on November 19 & 20, 2013, February 14 & 15, 2017 and the follow-up review conducted on March 7, 2018 missing sub-groups were issues. A plan of action must be implemented to ensure this issue does not continue.

Lunch Production Records for the week of March 25 must be submitted to the reviewer.

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% | 32.80% |
| Percentage of Labor to Total Revenue | 50-55% | 49.25% |
| Percentage of Other to Revenue | <u>5-10%</u> | <u>6.18%</u> |
| | 100% | 88.22% |

The Food Service program does not use General funds to operate. Custodial time at each building is charged to the Food Service Department. As the Director of the Food Service program, LuAnn Speed must approve expenses to the Food Service Department, therefore she should sign the time cards for individuals outside of the Food Service program being charged to it.

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. Meal counts for the months of November 2018 and January 2019 were validated.

On-Site Monitoring-Corrective action is required. Districts with 2 or more school buildings are required to complete an "On-Site Monitoring" form. The on-site monitoring review is required to be completed by February 1st. This must be completed for each school offering lunch and 50% of the schools offering breakfast. This was not being completed for the school the Director is based in. It also was not being completed at any school for breakfast. Completed On-Site Monitoring forms must be submitted to the Reviewer for CCES and two schools for breakfast.

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

Food Service Director (FSD) LuAnn Speed and her staff do a good job for their customers serving healthy and nutritious meals. LuAnn Speed needs to develop a plan to ensure she is offering all the vegetable sub-groups throughout the week. LuAnn Speed should be commended for operating a food service program that is able to be self-supporting.

Sincerely,



David Hartley
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: RSU 64

Local Education Official: Rhonda Sperrey

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: Certification and Benefit Issuance – One application containing a TANF number was approved as Reduced base on income.

Corrective Action: Submit a copy of the letter sent to the family notifying of the change to the reviewer.

Date Due: Completed.

Estimated Fiscal Action: n/a

Finding 2 – Performance Standard 1: Certification and Benefit Issuance – Printed copies of all written correspondence must be maintained with the supporting documentation.

Corrective Action: Submit plan of action to maintain printed documentation in the future to the reviewer. Also submit plan of action to prevent this error from recurring.

Date Due: Completed.

Estimated Fiscal Action: n/a

Finding 3 – Performance Standard 2: Meal Components and Quantities - Menu documentation from the week of review, January 7, 2019, showed a missing vegetable sub-group. The ‘Other’ sub-group was missing.

Corrective Action: Submit production records for the week of March 25, 2019 to the reviewer. A plan of action must be implemented to ensure this issue does not continue. Submit the plan of action implemented.

Date Due: April 14, 2019

Estimated Fiscal Action: \$3,503.49

Finding 4 – General: On-Site monitoring form: Complete On-Site monitoring forms for CCES lunch and for breakfast at two schools

Corrective Action: Submit completed On-Site monitoring forms to the reviewer.

Date Due: April 14, 2019

Estimated Fiscal Action: n/a

Reviewer's Signature Quinn Hunt Date 3-15-19

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

1st Review Revisit

Date Mailed to School/Institution Official 3/18/19

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 |