



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

April 9, 2019

Stacy Shorey  
Superintendent  
RSU 68  
63 Harrison Avenue, Suite C  
Dover-Foxcroft, ME 04426

Dear Superintendent Shorey:

An Administrative Review of the RSU 68 School Nutrition Program was conducted on March 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 May 9, 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](mailto:david.hartley@maine.gov).

Sincerely,

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

Walter Beesley  
Child Nutrition Director

WB/DH/pn

Enclosure

**Administrative Review Report  
RSU 68 School Nutrition Program  
March 28, 2019**

***Introduction***

The RSU 68 School Nutrition Program was reviewed. SeDoMoCha 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** A statistical sample of 221 student eligibility was completed.

- One student on the master list did not have documentation to support the eligibility status claimed. An application has been sent home to the family to complete.
- One application was approved incorrectly. A letter has been sent home to the family notifying of the correction.
- One student was listed on the master list with the wrong eligibility status. This was corrected during the onsite review.

**Meal Counting and Claiming-** A review of the November 2018 and February 2019 District Claim for Reimbursement were validated, no errors were noted.

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

**Meal Components and Quantities**

**Production Records:** Production records for the week of February 4, 2019 were reviewed. Both breakfast and lunch meals served meet the Food Based Meal pattern.

The day of review breakfast and lunch was observed and all meals served meet the meal pattern.

***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%	47.35%
Percentage of Labor to Total Revenue	50-55%	40.98%
Percentage of Other to Revenue	<u>5-10%</u>	<u>5.27%</u>
	100%	93.60%

The online "Cash Book Balance" was verified. Based on the February 2019 Cash Book Balance RSU 68 will have Excess Cash at the end of this School Year. It was recommended if items are needed for the kitchen that they be purchased. Other ideas allow students to eat breakfast at no

charge for a period of time. Or, a combination of these two items. If other ideas are considered it is recommended that they be approved by the Child Nutrition office.

### ***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. Written food safety Standard Operating Procedures (SOP) were on file. No findings.

**Wellness Policy**- The wellness policy was reviewed. The Wellness policy is required to be reviewed every 3 years. The adopted date on the current Wellness policy is June 18, 2013. The policy needs to be reviewed.

**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**

New Food Service Director Heather Whitten does a very good job of providing good food and a variety of options to her customers. She works well with staff and is trying to learn as much about the proper operation of the program as she can. Keep up the good work.

Sincerely,



David Hartley  
Child Nutrition Consultant



## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** RSU 68

**Local Education Official:** Stacy Shorey

*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 student on the master list did not have documentation to support the eligibility status claimed. An application has been sent home to the family to complete.
- One application was approved incorrectly. A letter has been sent home to the family notifying of the correction.
- One student was listed on the master list with the wrong eligibility status. This was corrected during the onsite review.

**Corrective Action:** Submit to the Reviewer a copy of the application for the one student or the date the student was changed to paid.

**Date Due:** May 9, 2019

**Estimated Fiscal Action:** To be determined.

### **Finding 2 – General: Wellness Policy:**

The last review of the Wellness Policy is dated June 2013. The Wellness Policy must now be reviewed every 3 years.

**Corrective Action:** Submit to the Reviewer the date the Wellness Policy will be reviewed.

**Date Due:** May 9, 2019

**Estimated Fiscal Action:** N/A

Reviewer's Signature Paul M. Hunt Date 4-9-19

**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

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

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date