



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

April 3, 2019

Mary Alice McLean
Superintendent
RSU 71
PO Box 325
Belfast, ME 04915

Dear Superintendent McLean:

An Administrative Review of the RSU 71 School 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 May 6, 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 Kate Fayle at 624-6666 or email kaitlin.fayle@maine.gov.

Sincerely,

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

Walter Beesley
Child Nutrition Director

WB/KF/pn

Enclosure

Administrative Review Report
RSU 71
03/06/2019

Introduction

The RSU 71 Nutrition Program was reviewed. Belfast High School and Kermit S. Nickerson Elementary 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- A sample of 380 free and reduced meal benefit applications were reviewed. The following errors were found:

- One benefit issuance error was found. An application was correctly approved for reduced price meals on the master list, but received free meals in the districts POS (Point of service) system.
- The district's Maser List stated that two students where approved free by Direct Certification (DC), but backup documentation of a Direct Certification list for these two students was not kept. The districts IT service is responsible for matching the students on the DC list. A copy of the Direct Certification List that determines each student's eligibility should be saved and filed.
- One application was approved free when it should have been denied.

Corrective action is needed following this review of applications.

Verification- Two applications with free eligibility status selected for verification did not respond to the request for income and were changed to paid status. After being changed to paid, the families resubmitted applications to the district and were changed back to free based on the new application. Once an application is pulled for verification it continues to be subject to verification for the rest of the school year. Even though the families resubmitted an application they still must submit documentation of income. Corrective action is required.

Meal Counting and Claiming- Meal counts are through a Point of Service system at Belfast High School and manually at Kermit Nickerson. No problems were found.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities-

Menus and production records were reviewed for the week of January 14, 2019 for both Belfast High School and Kermit Nickerson Elementary. The following issues were found.

Belfast High School

Lunch: Recipes need to be adjusted to meet the required 2-ounce equivalent serving of meat/meat alternate for High School grades. Some recipes for Deli sandwiches did not take into consideration extra volume needed to meet the equivalent. Further corrective action is needed to

make sure all recipes that were found insufficient credit to 2-ounce equivalent meat/meat alternate serving going forward.

Breakfast: Belfast High School has a second chance breakfast known as “Break”. Items served at Break were not referenced on the production record, TA (technical assistance) was provided to kitchen staff to include all food items on a production record, especially if they are a part of a reimbursable meal. This is to ensure that each meal is offered with the required components to be reimbursable. One breakfast item, banana bread, did not meet the required one-ounce equivalent, this recipe needs to be adjusted to meet the minimum requirement.

Corrective action is required.

Kermit S. Nickerson School

Lunch: The weekly minimum ½ cup serving amount for starchy vegetable was insufficient, production records indicated that only a ¼ cup serving was offered to students for the week. One entrée recipe, the Stir-fry served on January 15, 2019 was insufficient in meat/meat alternate. The recipe indicated that it was adjusted excluding edamame which counted towards the crediting for meat/meat alternate.

Breakfast: Pre-K students at Nickerson Elementary eat breakfast separate from higher grades. When Pre-K students are not co-mingled with older grade groups, the School Food Authority must follow the Child and Adult Care Food Program (CACFP) meal pattern. Currently not all breakfast items served to Pre-K students meet this meal pattern. Corrective action is required to either provide breakfast at Kermit Nickerson for the Pre-K students to eat along with the other grades, or use the CACFP meal pattern and allow them to eat separately going forward. One breakfast item, the muffin topper served on January 15, 2019 did not meet the required minimum 1-ounce equivalent requirement. This recipe needs to be adjusted.

Corrective action is required for Kermit S. Nickerson School.

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 the High School reflected the credited amount and not the actual serving size. When filling out the production record it is important to have the serving size/utensil match the recipe.

Corrective action is required

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO. Town support in the amount of \$24,476.00 is not included in our comparison of expenses to revenue below:

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	30.16%
Percentage of Labor to Total Revenue	50-55%	67.69%
Percentage of Other to Revenue	5-10%	<u>3.96%</u>
	100%	101.81%

The program seems to be running very well, only needing limited district funds.

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

Meal Charging- The District has a meal charging procedure and is following it.

Indirect Costs- No problems were found

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- No findings. Menu items are smart snack compliant and calories are posted.

Food Safety and Sanitation- Health Inspection reports were displayed for public view. A sample meal was available. Written food safety Standard Operating Procedures (SOP) were on file. No findings.

Civil Rights-Corrective action is required. The Verification Notification letter did not contain the required Civil Rights statement.

Corrective action is required

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

- 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.
- 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.

Corrective action is required.

Training/Professional Standards- No findings.

Fresh Fruit and Vegetable Program (FFVP)- No findings, the school does a great job documenting food and labor expenses.

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

The staff at RSU 71 have done a wonderful job incorporating scratch cooking into their daily menu. It was nice to see so many positive interactions between program staff and students. Issues found during the review were quick to be acknowledged and steps have been taken towards correction. I look forward to working with a RSU 71 in the future.

Sincerely,



Kate Fayle
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: RSU 71

Local Education Official: Mary Alice McLean

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 – *Two selected applications were incorrectly approved for free benefits when they should have been reduced. One application was approved as free when it should have been denied.*

Corrective Action: Provide the Reviewer with letters sent home to families stating the corrected status.

Date Due: This has been sent to the Reviewer

Person Responsible: Perley Martin

Estimated Fiscal Action: \$72.84

Finding 2 - Performance Standard 1: Verification -*Two applications selected for verification did not respond to the request for income and were changed to paid. Later they resubmitted applications without proof of income and were changed back to free.*

Corrective Action: Send the reviewer a copy of the income documentation provided by the family if they respond to the second request for income and remain determined free, or a copy of the District's letter stating they have been changed back to paid status.

Date Due: May 6, 2019

Person Responsible: Perley Martin

Estimated Fiscal Action: none at this time.

Finding 3 – Performance Standard 2: Meal Components and Quantities - *Menu documentation from the review period did not meet meal pattern requirements in both reviewed schools.*

Corrective Action: Send the reviewer one week of production records starting the 18th of March for documentation that meal components and daily and weekly quantities are being met, as well as corrected deli, stir-fry, and breakfast grain item recipes that were found to be insufficient in meeting meal pattern.

Date Due: May 6, 2019

Person Responsible: Perley Martin

Estimated Fiscal Action: none at this time.

Finding 4 – Performance Standard 2: Meal Components and Quantities - *Pre-K meals served separate from older grade groups did not meet meal pattern requirements.*

Corrective Action: Provide the reviewer with documentation that Pre-K students are co-mingled with other grades during all meal services. Or provide one weeks' worth of production records for meals served to Pre-K Students that are eating a separate location. If Pre-K students are not comingled during meal service the CACFP meal patter will need to be followed.

Date Due: May 6, 2019

Person Responsible: Perley Martin

Estimated Fiscal Action: None at this time

Finding 5 – General: Civil rights - *Complete Federal and State Civil Rights Statement is needed on eligibility notification letters.*

Corrective Action: Send the Reviewer updated templates for eligibility notification letters

Date Due: This has been sent to the Reviewer

Person Responsible: Perley Martin

Estimated Fiscal Action: none at this time

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: June 4, 2019

Person Responsible: Perley Martin

Estimated Fiscal Action: None

Finding 7 – General: Buy American-*Products found so be non-Buy American Compliant.*

Corrective Action: Provide the Reviewer with a detailed plan on how the district plans to ensure only American products are purchased or how documentation will be kept for justification of purchasing non-American products.

Date Due: May 6, 2019

Person Responsible: Perley Martin

Estimated Fiscal Action: none at this time

Reviewer's Signature Karlan Jay

Date 4/3/19

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

X 1st Review Revisit

Date Mailed to School/Institution Official 4/4/19

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