



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

April 5, 2019

Virginia Rebar
Superintendent
RSU 83
PO Box 649
Bingham, ME 04920

Dear Superintendent Rebar:

An Administrative Review of the RSU 83 School Nutrition Program was conducted on March 19, 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 Sarah Platt at 624-6879 or email sarah.d.platt@maine.gov.

Sincerely,

A handwritten signature in blue ink that reads "Walter Beesley".

Walter Beesley
Child Nutrition Director

WB/SP/pn

Enclosure

Administrative Review Report
RSU 83/SAD 13 School Nutrition Program
March 19, 2019

Introduction

The RSU 83/SAD 13 School Nutrition Program received a follow-up administrative review specific to *Performance Standard 2: Meal Pattern and Nutritional Quality* due to meal pattern findings from school year 2018. Quimby Middle School and Valley 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 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities

Menus and production records for the School Breakfast Program and the National School Lunch Program were reviewed from the week of February 4, 2019 and an on-site assessment was conducted on March 19, 2019. Meals were assessed for meeting the following meal pattern requirements:

- Whole Grain-rich: all grains offered as part of a reimbursable meal must be whole grain-rich. There were no findings in this area.
- Vegetable Sub-groups: For the National School Lunch Program, vegetable subgroups must be offered in specific quantities over the week. Insufficient starchy vegetable was offered at Quimby Middle School during the week of review. Insufficient Red/Orange vegetable was offered at Valley High School during the week of review. Vegetable subgroup violations are a repeat finding and corrective action is required.
- Fruit: Fruit must be offered in specific amounts for both breakfast and lunch service. 100% juice cannot exceed more than half the fruit choices for the week. There were no findings in this area.
- Milk Variety: At least two types of milk must be offered at meal service (breakfast and lunch). The allowable types of milk are low-fat flavored or unflavored and fat-free flavored or unflavored. During the week of review, only one-type of milk, low-fat unflavored, was offered at both reviewed schools for breakfast and lunch. Corrective action is required for this finding.
- Meal Quantities: Grain and meat/meat alternate meal components must be offered in specific amounts. During the review week, insufficient quantities of Grain and Meat/Meat alternate were offered on two days at Valley High School. Insufficient meat/meat alternate was offered on one day at Quimby Middle School. This is due to a lack of standardized recipes that have been reviewed for compliance with the meal pattern. Insufficient quantities and missing standardized recipes are repeat findings and corrective action is required.

Production Records: Production records are used to support the claiming of meals and must document the items offered and the quantities served. Production records were available but, as the prior review noted, they lack specifics to support all items offered and selected for meal service. These were reviewed on-site with both kitchen managers and both were very receptive.

General Areas

After-School Snack Program- The snacks offered for the on-site observation met meal pattern requirements. The production record/meal count form did not list serving sizes of the items offered. A review of the after-school snack meal pattern and requirements was provided on-site.

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

Improvements have been made in the area of meal pattern compliance. Cynthia Miller is new to the program this year and is a great addition to the program. Both kitchen managers were receptive to feedback and didn't hesitate to ask questions. Ongoing training on meal pattern requirements is strongly recommended to keep the program on track.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Platt".

Sarah Platt, RD, SNS
Child Nutrition Consultant

Administrative Review
Official Notification of Review Findings and Required Corrective Action

Local Education Agency: RSU 83/SAD 13

Local Education Official: Virginia Rebar

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 2: Meal Components and Quantities - *Insufficient quantities of required vegetable subgroups.*

Corrective Action: Describe the process that has been put in place to ensure vegetable subgroup offerings are met.

Date Due: May 6, 2019

Estimated Fiscal Action: \$169.94

Finding 2 – Performance Standard 2: Meal Components and Quantities - *Insufficient quantities of meat/meat alternate and grain offered.*

Corrective Action 1: Submit standardized recipes for macaroni & cheese and beef tacos on whole grain wrap.

Corrective Action 2: Submit 1 week of completed breakfast and lunch production records for both reviewed schools. May use the same production records as Finding 4.

Date Due: May 6, 2019

Estimated Fiscal Action: \$237.84

Finding 3 – Performance Standard 2: Meal Components and Quantities - *Milk variety requirement not met.*

Corrective Action: Describe how the milk variety offering has been corrected and submit invoices to support your response.

Date Due: May 6, 2019

Estimated Fiscal Action: none at this time

Finding 4 – Performance Standard 2: Meal Components and Quantities - *Production records were incomplete.*

Corrective Action: Submit 1 week of completed breakfast and lunch production records for both reviewed schools.

Date Due: May 6, 2019

Estimated Fiscal Action: none at this time

Finding 5 - General: After-school Snack Program – Production records were missing serving sizes and could not support compliance with the after-school snack meal pattern.

Corrective Action: Submit a copy of corrected after-school snack production record.

Date Due: May 6, 2019

Estimated Fiscal Action: none at this time

Reviewer's Signature Jack Platt Date 4/4/2019

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

1st Review Revisit

Date Mailed to School/Institution Official 4/8/19

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

Signature of Local Education Agency Official

Superintendent

Date