



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

February 19, 2019

John Backus  
Superintendent  
RSU 87  
44 Plymouth Road  
Carmel, ME 04419

Dear Superintendent Backus:

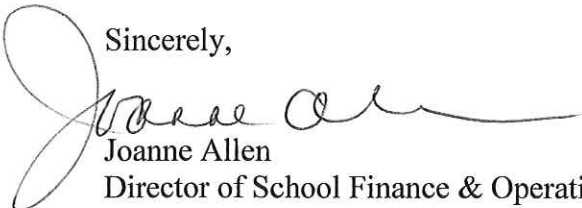
An Administrative Review of the RSU 87 Schools Nutrition Program was conducted on February 6, 2019.

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 March 21, 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,



Joanne Allen  
Director of School Finance & Operations

JA/DH/pn

Enclosure

**Administrative Review Report  
RSU 87 School Nutrition Program  
February 6, 2019**

***Introduction***

The RSU 87 School Nutrition Program was reviewed. Caravel 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 160 students eligible for free and reduced-price meal benefits were reviewed to validate certification of meal benefits.

- One application was approved incorrectly. Copy of correction letter sent to the family must be sent to the reviewer.
- Two students on the master list were receiving the incorrect benefit. This was corrected the day of the review.
- Three students did not have eligibility documents to support the eligibility status. Once documents are received, copies must be sent to the reviewer.

**Verification-**Copies of the final letter sent home to the families selected as part of the verification process were not saved. Copies of all documents used must be saved.

Districts that manually select applications for the verification process must have a different individual than the approving official confirm the approval of the application was correct. This person is called the Confirmation Official. This was not being completed. The process was explained to the Approval Official and will be completed in the future. The Confirmation Official designated on the yearly agreement is Shirley Waning.

**Meal Counting and Claiming-** A review of the menu and production records showed that the meal pattern requirements are being followed.

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

**Meal Components and Quantities-** The day of review breakfast and lunch met the meal pattern, no errors noted.

**Production Records:** Production records for the week of December 3, 2018 were reviewed.

Breakfast: Production records must include all items offered to the students, including milk. This was not being included on the breakfast production records.

Lunch: Production records were complete, no findings.

## ***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 \$4,553.13 is not included in our comparison of expenses to revenue below:

<b>SY 2018</b>	<b>Target</b>	<b>Actual</b>
Percentage of Food to Total Revenue	35-40%	46.21%
Percentage of Labor to Total Revenue	50-55%	72.77%
Percentage of Other to Revenue	<u>5-10%</u>	<u>8.09%</u>
	100%	127.07%

**Meal Charging**- No later than July 1, 2017, all school districts operating in the National School Lunch Program/School Breakfast Program must have in place a written unpaid meal charge policy to address situations where children participating at the reduced or paid rate do not have funds to cover the cost of the meal at the time of service. This policy must be communicated to all families and all school or district-level staff are responsible for policy enforcement. RSU 87 does not have this policy. It will need to be developed and the procedure above followed.

### ***General Program Compliance***

**Food Safety and Sanitation**- Health Inspection reports were not displayed for public view. Suggestions for the location where discussed and the report was relocated.

**On-Site Monitoring**- The On-Site Monitoring form is required to be completed each year prior to Feb 1<sup>st</sup> of each school year for both breakfast and lunch. One meal On-site Monitoring form was completed for each school. They were not completed for both meals as required.

**Wellness Policy**- RSU 87 needs to update their Wellness Policy. The passing of the Hunger Act added more requirements to the already required Wellness Policy, Public Law 111-296. The Wellness Policy must now also include:

- Goals for nutrition promotion
- Goals for physical activity
- Parents, students, general public, food service, teachers of physical education, school health professionals, school board and school administration be permitted to be on a wellness board or committee
- Periodic review and updates of policy
- Inform public of policy implementation status
- Designate an official(s) to ensure school(s) comply with policy

This is a repeat finding from the previous review. 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

Emily Nicholas is the new Food Service Director. She is doing a good job working with her staff and making sure things are completed correctly. Staff is knowledgeable and run a good program in their school kitchen. Students are well fed and enjoy their meals.

Sincerely,



David Hartley  
Child Nutrition Consultant

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** RSU 87

**Local Education Official:** John Backus

*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** – Three types of student eligibility errors were noted:

- One application was approved incorrectly. Copy of correction letter must be sent to the reviewer.
- Two students on the master list were receiving the incorrect benefit.
- Three students did not have eligibility documents to support the eligibility status. Once documents are received, copies must be sent to the reviewer.

Corrective Action: Submit to the reviewer correction documentation.

Date Due: March 21, 2019

Estimated Fiscal Action: \$210.28

**Finding 2 - General: Local Wellness Policy** – District does have a wellness policy however it needs updating.

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

Date Due: March 21, 2019

Estimated Fiscal Action: n/a

**Finding 3 - General: Charging Policy- District does not have a Charging policy.**

Corrective Action: Submit to the reviewer the timeline to complete an approved charging policy.

Date Due: March 21, 2019

Estimated Fiscal Action: n/a

**Finding 4 - General: On-Site Monitoring** – Is required to be completed by February 1<sup>st</sup> of each school year for both breakfast and lunch. Form was completed for one meal at each school.

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

Date Due: March 21, 2019

Estimated Fiscal Action: n/a

Reviewer's Signature D. M. H. H.

Date 2-15-19

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

1<sup>st</sup> Review  Revisit

Date Mailed to School/Institution Official 2/21/19

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