



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 11, 2019

Deborah Emery
Superintendent
Snow Pond Arts Academy
11 Goldenrod
Sidney, ME 04330

Dear Superintendent Emery:

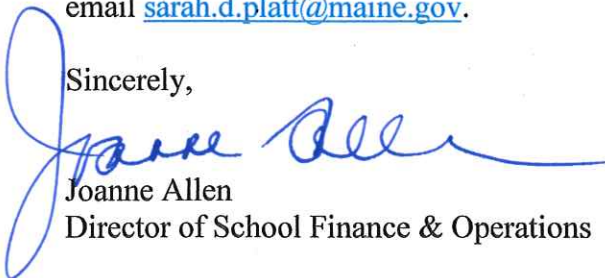
An Administrative Review of the Snow Pond Arts Academy Schools Nutrition Program was conducted on February 28, 2019.

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 the dates indicated in on the corrective action form.** 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,



Joanne Allen
Director of School Finance & Operations

JA/SP/pn

Enclosure

Administrative Review Report
Snow Pond Arts Academy School Nutrition Program
February 28, 2019

Introduction

The Snow Pond Arts Academy School Nutrition Program was reviewed based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures. This was a revisit review due to the number of findings on the SY2018 Administrative Review.

Performance Standard 1: Meal Access and Reimbursement

Certification and Benefit Issuance- Eligibility documentation for all students eligible for free and reduced-price meal benefits were reviewed. Two application errors were found. This is a significant decrease in approval errors from the prior year.

Verification- The verification process was completed late. This was due to the timing of hiring a new Food Service Director. A system is in place to ensure verification is completed on time in the future.

Meal Counting and Claiming- Meal counts from November 2018 and December 2018 were validated.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- Snow Pond Arts Academy contracts with Maine General Medical Center for the lunch meal. Breakfast options are planned and offered daily by the Academy. Menus from the review period showed that the minimum grain offering at breakfast was not met with the Cheerios cereal choice. This will be corrected by switching to a larger product size that meets the minimum 1 ounce equivalent daily offering. The minimum grain offering was not met on one day for lunch. The food service director will follow-up with Maine General Medical Center to ensure a 2-ounce equivalent whole grain is offered with the Week 3 Day 3 menu (Baked Chicken with Macaroni & Cheese).

Resource Management

Meal Charging- The School Nutrition Program does not have a meal charging policy/procedure as required.

General Program Compliance

Smart Snacks Competitive Foods Rule- Foods and beverages are sold at the 'snack shack' in the school office. The reviewed items were compliant with smart snack guidelines.

Food Safety and Sanitation- The kitchen is keeping a sample meal and has food safety Standard Operating Procedures (SOP). In the storage area, cases of food were stored directly on the floor. Technical assistance was provided that food must be stored at least 6 inches off the

floor. Staff corrected this immediately. Additional SOPs are needed addressing personal hygiene, cleaning food contact surfaces, and thermometer calibration.

Civil Rights- The Federal and State non-discrimination statement was missing from program materials as required.

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

- Goals for other school-based activities to promote student wellness.
- Policy for food and beverage marketing consistent with Maine statute §6662 (3) Food and beverage advertising.
- A designated district official(s) to ensure school(s) comply with policy.

The policy will need to be assessed for compliance every three years, at a minimum. The public needs to be informed of policy content, status of implementation and results of policy assessment.

Training/Professional Standards- Additional training is needed by program staff and a plan is in place to achieve this by the end of the school year. As part of the Professional Standards requirements for hiring a Food Service Director, food safety training is required. This still needs to be completed.

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(s) specified, along with the enclosed form signed by the Superintendent.

Summary

This program is under new management this school year and has shown significant improvement. Staff were receptive to feedback and quick to correct any issues. Staff are encouraged to seek out professional development opportunities to assist with program knowledge and compliance. We appreciate the time provided throughout this review process.

Sincerely,



Sarah D. Platt, RD, SNS
Child Nutrition Consultant

**School Nutrition Administrative Review
Findings and Required Corrective Action**

Local Education Agency: Snow Pond Arts Academy

Local Education Official: Deborah Emery

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 applications incorrectly approved.*

Corrective Action: Notify the households of the error; change student eligibility accordingly; submit copies of the notification letter to the reviewer.

Date Due: April 10, 2019

Estimated Fiscal Action: \$5.20

Finding 2 – Performance Standard 2: Meal Components and Quantities - *Insufficient grain offered with the Cheerios cereal bowl and one lunch menu.*

Corrective Action: Describe how these violations have been corrected and submit documentation.

Date Due: April 10, 2019

Estimated Fiscal Action: None at this time.

Finding 3 – General: Meal Charging – *Meal Charging Policy/Procedure not available.*

Corrective Action: Develop a meal charging policy/procedure and submit a copy to the reviewer.

Date Due: April 10, 2019

Estimated Fiscal Action: None

Finding 4 - General: Local Wellness Policy – *District does not have an approved, compliant wellness policy.*

Corrective Action: Submit an approved, compliant wellness policy.

Date Due: May 10, 2019

Estimated Fiscal Action: None

Finding 5 - General: Professional Standards – *New Food Service Director has not received required food safety training.*

Corrective Action: Submit documentation that food safety training has been completed by the Food Service Director.

Date Due: June 10, 2019

Estimated Fiscal Action: None

Finding 6 - General: Food Safety – *Additional SOPs required for personal hygiene, cleaning food contact surfaces, and thermometer calibration.*

Corrective Action: Develop additional SOPs and submit a copy to the reviewer.

Date Due: April 10, 2019


Estimated Fiscal Action: None

Finding 7 – General: Civil Rights – *Federal and State non-discrimination statements missing from eligibility and verification notification letters.*

Corrective Action: Revise eligibility and verification notification letters to include the federal and state non-discrimination statements and submit a copy to the reviewer.

Date Due: April 10, 2019

Estimated Fiscal Action: None

Reviewer's Signature  Date 3-11-2019

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

 1st Review X Revisit

Date Mailed to School/Institution Official 3/13/19

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