



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 10, 2019

Alan Pfeiffer
Superintendent
Vassalboro Public Schools
25 Messalonskee Avenue
Waterville, ME 04901

Dear Superintendent Pfeiffer:


An Administrative Review of the Vassalboro Public Schools Nutrition Program was conducted on February 12, 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 June 30, 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 Stephanie Stambach at 624-6732 or email stephanie.stambach@maine.gov.

Sincerely,


Walter Beesley
Child Nutrition Director

WB/SS/pn

Enclosure

**Administrative Review Report
Vassalboro School Nutrition Program
February 12, 2019**

Introduction

The Vassalboro School Nutrition Program was reviewed. Vassalboro Community School was selected 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- No findings. All meal benefit applications were approved correctly.

Verification- No findings.

Meal Counting and Claiming- No findings.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- A review of the menu and production records showed that milk was missing from the breakfast production record; this appeared to be an oversight as milk was listed on the Pre-K program production records. All other meal pattern requirements are being followed. This is a great accomplishment by Lori Hartin, Child Nutrition Director, as she has to plan two meal patterns due to the Pre-K program, which follows the Child and Adult Care Food Program (CACFP).

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO:

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	42.26%
Percentage of Labor to Total Revenue	50-55%	48.73%
Percentage of Other to Revenue	<u>5-10%</u>	<u>14.81%</u>
	100%	105.80%

General Program Compliance

Reporting and Recordkeeping- 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- Boxes were observed on the walk-in refrigerator and freezer floors. All food must be kept 6 inches off the floor. It was noted that a recent delivery was made.

Civil Rights- The non-discrimination statement on eligibility letters needed updating to reflect the most current statement. This was completed prior to the on-site review. No further action is needed.

Buy American- Canned peaches in dry storage were found to be a product of China, however were supported by the price differential exception. Products must be reviewed during ordering and receiving for compliance with the Buy American provision.

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

- Goals for other school-based activities to promote student wellness
- Standards and nutrition guidelines for all foods and beverages sold 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
- A designated district official(s) to ensure school(s) comply with policy

Corrective action is required.

Fresh Fruit and Vegetable Program (FFVP)- The FFVP was observed and baby carrots were offered for snack. It was recommended that less familiar fruits and vegetables be offered in the program, as one of its goals is to expose students to new and different foods. As part of the FFVP, labor to prepare and serve the snack can be claimed under the program. Technical assistance was provided to include the amount of FFVP labor in the claim for reimbursement to maximize fund usage.

After School Snack Program- An on-site observation was conducted. No findings.

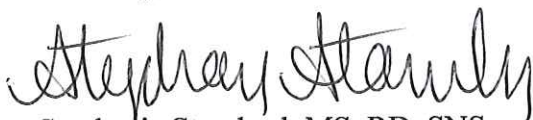
Training/Professional Standards- All nutrition staff has met their required training hours. The kitchen staff would benefit from additional training on Offer vs. Serve for breakfast and lunch as students were asked to take 1 cup of fruit for breakfast, when they only needed to take ½ cup. This is a cost to the food service program.

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 Vassalboro School Nutrition Program is a well-run program. Lori Hartin does a great job overseeing the program and students are provided a nice variety of meal choices. Keep up the good work.

Sincerely,



Stephanie Stambach MS, RD, SNS
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Vassalboro Public Schools

Local Education Official: Alan Pfeiffer

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 – General Program Compliance: *Civil Rights*

Eligibility notification letters did not contain the current Federal and State non-discrimination statement.

Corrective action: N/A- revised letters have been sent to the reviewer.

Date Due: N/A

Estimated Fiscal Action: None

Finding 2 – General Program Compliance: *Wellness Policy*

Wellness policy is missing the required elements.

Corrective action: Revise wellness policy and submit a copy that has been approved by the school board.

Date Due: June 30, 2019

Estimated Fiscal Action: None at this time

Reviewer's Signature Stephan Stanley Date 6/7/19

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

1st 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