



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

Judson McBrine
Superintendent
Washington Academy
PO Box 190
East Machias, ME 04630

Dear Superintendent McBrine:


An Administrative Review of the Washington Academy School Nutrition Program was conducted on March 21 & 22, 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 9, 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.

Sincerely,


Walter Beesley
Child Nutrition Director

WB/DH/pn

Enclosure

**Administrative Review Report
Washington Academy Nutrition Program
March 21 & 22, 2019**

Introduction

The Washington Academy Nutrition Program was reviewed. Washington Academy 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- All applications were reviewed and approved correctly.

One family had submitted an application in September 2018, and was approved as reduced. In January 2019 a new application was submitted and approved as Free. The master list was not updated to change the eligibility status. It was changed during the review.

One application submitted contained weekly income. The family noted "x 4". The approving officer approved the application in this manner. The income should have been multiplied by 52 to convert to yearly or look at the weekly income level on the Income Eligibility Guideline. The application was approved correctly.

Verification- The verification process was completed correctly; however, it was late.

Copies of correspondence between the family and the District about the verification must be kept on file. This was not being done. It will be copied and saved in the future

Applications selected for verification must receive a confirmation review. This means a second person reviews the application to determine if the initial approval was correct. The Annual Participation Agreement states this is Lorene Garvin. This was explained and will be conducted in the future with the confirming individual initialing the applications.

Meal Counting and Claiming- A review of the November 2018 and February 2019 claims for reimbursement showed no errors

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities-

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 were not completed correctly. The week of November 5, 2018 production records were reviewed. Not all items offered to the students as part of a meal and condiments were reported on the production records. Based on the information on the production records and during the onsite review all meals served are reimbursable. Production records for the week of April 8th are to be submitted to the reviewer.

Meal Charging- The School Nutrition Program has a charging policy/procedure.

General Program Compliance

Records and Record Keeping- Reports are not submitted to the State Agency in a timely fashion. September 2018-January 2019 claims for reimbursement are late from 4-36 days. The February claim for reimbursement has not been filed as of the review date. This is a repeat finding. A plan of action must be implemented to submit the monthly claim for reimbursement in a timely manner.

Resource Management- A review of the information submitted on the monthly claim for reimbursement shows for two of the five months reported this year the a la carte program is losing revenue. A review of the information used in the reporting of a la carte sales needs to be completed and corrected.

As of the February 2019 claim for reimbursement the online Ending Checkbook Balance is -35,353.80. Washington Academy is a residential facility and reporting financial information is difficult with residential students. It is recommended the total "Cash Receipts" figure be used as the "Food Expense" figure. An adjustment needs to be made to the online claim to bring the "Checkbook" balance to zero. Once the balance is corrected follow the above guidance each month. This is a repeat finding from the previous review. Notify the reviewer when the online Ending Cashbook Balance has been fixed. The reviewer will monitor the Ending Checkbook balance to verify it is being completed correctly.

After School Snack Program(ASSP)- The ASSP was reviewed and found to not be in compliance with Federal Standards. The individual running the ASSP had not received any training about the Program. The day of review the Snack served was a slice of pizza. The meal was compliant. However, there was no accountability about the number of Snacks taken. The pizza was left out and while discussing the rules of the program students were observed taking more than one piece. Normally accountability is the number of slices prepared minus the number of pieces remaining was the number of snacks prepared.

A review of the production records showed days the snack was offered were not compliant. Cookies are offered on some days, however there is no serving size. When apple cake is served it is the only option. There is no recipe to indicate serving size or weight of items to meet the Meal Pattern.

- Accurate snack accountability was not maintained
- Two different items are not offered each day
- On Site Review was not completed.

The program is run as part of a culinary class. Students prepare the meals with the teacher. This is a good learning tool for students.

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

Many options for the students every day. The staff does a good job preparing and serving healthy nutritious meals to their customers. Work needs to be done so the production record shows accurately the variety of menu choices the students have.

Sincerely,



David Hartley
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Washington Academy

Local Education Official: Judson McBrine

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 – Student eligibility not changed in a timely manner. New application status not changed

Corrective Action: Master list corrected on day of review.

Date Due: Completed

Estimated Fiscal Action: N/A

Finding 2 – Performance Standard 1: Certification and Benefit Issuance – Copies of written correspondence between the families and the District pertaining to the Verification process were not being maintained. Copies must be maintained to show the tracking of the process.

Corrective Action: Submit to the reviewer what steps will be taken to show how copies of correspondence will be maintained.

Date Due: June 9, 2019

Estimated Fiscal Action: N/A

Finding 3 - Performance Standard 1: Certification and Benefit Issuance- Applications selected for the Verification process must receive a confirmation review. This individual will look at the application to determine if it was approved correctly. It is then recommended that this individual sign the application also.

Corrective Action: This requirement was explained to the approving official. Submit to the reviewer what steps will be implemented to complete this process.

Date Due: June 9, 2019

Estimated Fiscal Action: N/A

Finding 4 – Performance Standard 2: Meal Components and Quantities: Production records do not include all the menu options and condiments offered to the students.

Corrective Action: Submit to the reviewer copies of production records for the week of April 8, 2019.

Date Due: June 9, 2019
Estimated Fiscal Action: N/A

Finding 5 - General: Resource Management – The monthly claim for reimbursement is filed late. For SY 2019 each monthly claim has been submitted from 4-36 days late.

Corrective Action: Submit to the reviewer a plan of action to submit the monthly claim for reimbursement in a timely manner.

Date Due: June 9, 2019
Estimated Fiscal Action: N/A

Finding 6 - General: Resource Management – The calculated “Ending Checkbook Balance” is negative \$35,353.80. A residential School District needs to maintain a zero balance. The procedure was explained to Office Staff.

Corrective Action: Correct the “Ending Checkbook Balance” as explained. Notify the reviewer when this is completed.

Date Due: June 9, 2019
Estimated Fiscal Action: N/A

Finding 7 - General: After School Snack. A review of the snack production records showed not all snacks meet the Meal Pattern. Two different items must be offered each day and the students must take both items.

Corrective Action: Submit to the reviewer snack items offered for the week of April 8, 2019.

Date Due: June 9, 2019
Estimated Fiscal Action: N/A

Finding 8 - General: After School Snack. There is no snack accountability. Students were seen taking more than one snack.

Corrective Action: Submit to the reviewer what steps will be taken to ensure only one reimbursable snack is counted for each student.

Date Due: June 9, 2019
Estimated Fiscal Action: N/A

Reviewer's Signature 

Date 5-9-19

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

Superintendent

Signature of Local Education Agency Official

Title

Date