



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

Eric Haley
Superintendent
Waterville Public Schools
25 Messalonskee Avenue
Waterville, ME 04901

Dear Superintendent Haley:

An Administrative Review of the Waterville Public Schools Nutrition Program was conducted on February 5, 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 Stephanie Stambach at 624-6732 or email stephanie.stambach@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads 'Walter Beesley'.

Walter Beesley
Child Nutrition Director

WB/SS/pn

Enclosure

**Administrative Review Report
Waterville School Nutrition Program
February 5, 2019**

Introduction

The Waterville School Nutrition Program was reviewed. Albert S. Hall 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- No findings. Out of 420 meal benefit applications, all were approved correctly. This is a wonderful accomplishment for Claudia Pellerin, the approving officer.

Verification- No findings.

Meal Counting and Claiming- Because Albert S. Hall School serves breakfast in the classroom, an alternate serving location form is needed to ensure training was completed by teachers and accountability is being done correctly. The alternate serving location form was completed and submitted to the district's annual participation after the review and no further action is needed.

Teachers were observed well trained in meal counting for breakfast and did particularly well making sure the students had reimbursable meals.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- Based on production records, there was one day when only ½ cup fruit was offered for breakfast. On site observation confirmed that 1 cup of fruit is offered on a daily basis. A review of the menu and production records showed that the meal pattern requirements are being followed. This is a great accomplishment by Lori Hartin, Child Nutrition Director.

Meal signage: The required breakfast and lunch signage explaining to the students what they can select for a reimbursable meal was not available on the day of review. Sample signage was emailed after the review took place.

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%	45.15%
Percentage of Labor to Total Revenue	50-55%	49.02%
Percentage of Other to Revenue	<u>5-10%</u>	<u>8.51%</u>
	100%	102.68%

General Program Compliance

Records 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- Kitchen staff was observed wearing a ring with a stone. According to the most current Maine Food Code, only a plain wedding band can be worn. Thermometers are not being calibrated as often as they should be. At a minimum they need to be calibrated once per week and when they are dropped.

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.

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 grape tomatoes 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- On site observation was conducted. When fruits and vegetables are offered for snack, a minimum of $\frac{3}{4}$ cup must be offered and the full serving must be taken to count as a reimbursable snack. During snack observation, a 4 oz juice and $\frac{1}{2}$ cup carrots was offered; therefore the minimum serving size was met. However; for ease of counting reimbursable snacks, offering $\frac{3}{4}$ cup of each is recommended such as a 6 ounce juice.

After school program staff would benefit from training on how to complete the checklist and production sheet. Portion sizes for the snack items served were not listed on the production sheet. This is needed to document that meal pattern requirements were met. Program staff also needs to be aware that students must select two different components in order to check them off for a snack. For example, a juice and watermelon is not a reimbursable snack because they come from the same meal component.

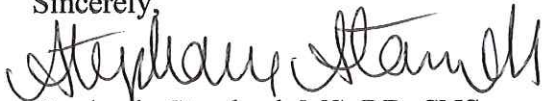
Training/Professional Standards- No findings. All nutrition staff have met their required training hours and appeared to be well trained.

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 Waterville School Nutrition Program is a well-run program. Lori Hartin does a great job overseeing the program and pays special attention to food quality and presentation, which provides the best service to students. It was a pleasure to review this program.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Stambach".

Stephanie Stambach MS, RD, SNS
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Waterville Public Schools

Local Education Official: Eric Haley

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: *Meal Access and Reimbursement: Meal Counting and Claiming*
Alternative serving location form was not completed for Albert S. Hall School.

Corrective action: N/A- form has already been submitted.

Date Due: N/A

Estimated Fiscal Action: None

Finding 2 – Performance Standard 2: *Meal Pattern and Nutritional Quality: Meal Signage*
Breakfast and lunch meal signage was not available at Albert S. Hall School.

Corrective action: Submit photos of meal signage.

Date Due: June 9, 2019

Estimated Fiscal Action: None

Finding 3 – 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 4 – General Program Compliance: *Wellness Policy*

Wellness policy is missing the required elements.

Corrective action: N/A- updated wellness policy has been submitted to the reviewer for review.

Date Due: N/A

Estimated Fiscal Action: None at this time

Finding 5 – General Program Compliance: *After School Snack Program*

Portion sizes for snack items were missing on the production sheet

Corrective action: Submit production sheets for the week of May 6-10, 2019.

Date Due: June 9, 2019

Estimated Fiscal Action: None at this time

Reviewer's Signature  Date 5/10/19

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 Title Date