



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

March 15, 2019

Peter Lancia  
Superintendent  
Westbrook Public Schools  
117 Stroudwater Street  
Westbrook, ME 04092

Dear Superintendent Lancia:

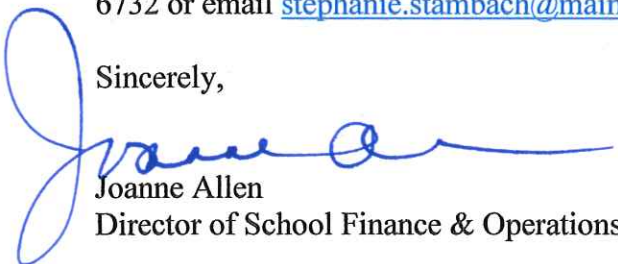
An Administrative Review of the Westbrook Public Schools Nutrition Program was conducted on January 29 & 30, 2019.

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 April 14, 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](mailto:stephanie.stambach@maine.gov).

Sincerely,



Joanne Allen  
Director of School Finance & Operations

JA/SS/pn

Enclosure

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** Westbrook Public Schools

**Local Education Official:** Peter Lancia

**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: *Meal Access and Reimbursement***

Three application errors were found

**Corrective action:** N/A- changes were made while the reviewer was on site.

Date Due: Completed

Estimated Fiscal Action: None

### **Finding 2 – Performance Standard 2: *Meal Pattern and Nutritional Quality***

Insufficient legume was offered for lunch at Oxford Cumberland Canal School.

**Corrective action:** Submit lunch production records for the week of March 25-29, 2019.

Date Due: April 14, 2019

Estimated Fiscal Action: None at this time; however repeat findings in future reviews may result in fiscal action.

### **Finding 3 – General Program Compliance: *Civil Rights***

The state non-discrimination statement was missing on eligibility notification letters to families.

**Corrective action:** N/A- this was corrected prior to the onsite review.

Date Due: Completed

Estimated Fiscal Action: None

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

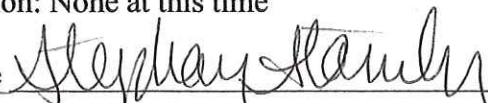
Wellness policy is missing the required elements

**Corrective action:** Update wellness policy and send the final, approved version to the reviewer.

Date Due: June 28, 2019

Estimated Fiscal Action: None at this time

Reviewer's Signature



Date

3/15/19

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

  X   1<sup>st</sup> Review           Revisit

Date Mailed to School/Institution Official   3/18/19  

Submit to:    Maine Department of Education  
                  Child Nutrition  
                  136 State House Station  
                  Augusta, ME 04333-0023

\_\_\_\_\_  
Signature of Local Education Agency Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Administrative Review Report  
Westbrook School Nutrition Program  
January 29 & 30, 2019**

***Introduction***

The Westbrook School Nutrition Program was reviewed. Oxford Cumberland Canal 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-** Three application errors were identified. There were two meal benefit applications that were approved for reduced meals when they should have been approved for free based on a SNAP number; this was due to human error. One other application was approved for free meals and should have been reduced as there was a discrepancy in the household size, which resulted in the family qualifying for a lower benefit. Both of these errors were corrected on site and no further action is needed.

A list of Head Start students was not maintained. The list is needed as documentation that the children are correctly receiving free meal benefits. This can be an email from the Head Start Coordinator.

**Verification-** The eligibility software Mosaic selects the applications to be verified. One application was incorrectly selected as it was not error prone, or within \$100 of the monthly income guidelines. The selected applications should be reviewed as a double check that error prone applications were selected. Dates were not listed on the verification notification letters to families; therefore it was unclear if the correct timeline was followed. Technical assistance was provided.

**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 insufficient legume was offered for the week of review at Oxford Cumberland Canal School. ½ cup legume must be offered over the course of the week in addition to other vegetable sub groups. There was confusion on which vegetables qualify as a legume by the kitchen manager and technical assistance was provided.

**Signage-** Signage explaining what constitutes a reimbursable breakfast to students (including selecting at least ½ cup fruit or vegetable) was not posted on the breakfast cart, which is available for grades K-1. Technical assistance was provided.

## ***Resource Management***

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

<b>SY 2018</b>	<b>Target</b>	<b>Actual</b>
Percentage of Food to Total Revenue	35-40%	31.30%
Percentage of Labor to Total Revenue	50-55%	66.11%
Percentage of Other to Revenue	<u>5-10%</u>	<u>5.65%</u>
	100%	103.06%

**Meal Charging** - The School Nutrition Program has a charging policy/procedure, as required.

## ***General Program Compliance***

**Reporting and Recordkeeping**- The monthly claims for reimbursement are being submitted on time; however they are approved late by the legal agent. Late claims are a component used to determine fiscal management and is a factor in awarding federal grants, including equipment assistance grants and the Fresh Fruit and Vegetable Program (FFVP).

**Smart Snacks Competitive Foods Rule**- Noncompliant snack items are being sold at the Westbrook Regional Vocational Center school store. Because the store is open during school hours all items offered must meet the federal Smart Snacks guidelines. The high school was not reviewed; however selling non-compliant items in future reviews will result in a finding. This practice puts Westbrook High School at high risk for school selection.

**Food Safety and Sanitation**- Temperatures are not being taken for the milk cooler located in the cafeteria. The most recent health inspection report was not posted for public view and was fixed while the reviewer was on site.

**Civil Rights**- The state nondiscrimination statement was missing on the eligibility notification letters to families. This was fixed prior to the onsite review and no further action is needed.

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

- Goals for nutrition promotion.
- 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.

The wellness committee is proactive and is in the process of updating the wellness policy to be in compliance.

**Fresh Fruit and Vegetable Program (FFVP)**- No findings. It is recommended that more unfamiliar fruits and vegetables be offered in this program to expose students to new and different foods. This is one of the goals of the FFVP.

**After School Snack Program**- No findings.

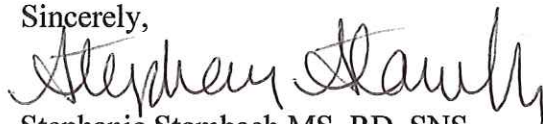
**Training/Professional Standards**- No findings. All nutrition staff are on track to meeting their required training hours. Mary Emerson, School Nutrition Director, provides training to her staff on a regular basis, which is a great practice.

**Corrective Action**- Corrective action has been taken as a result of this Administrative Review as outlined on the enclosed form. The enclosed form must be signed by the Superintendent and returned to our office by the date specified.

### Summary

Overall, the Westbrook School Nutrition Program is running well. Mary Emerson does a great job overseeing the program and it was evident during the review that she cares greatly about the program and students. Good procedures are in place to ensure program guidelines and regulations are being met. It was a pleasure to review this program.

Sincerely,



Stephanie Stambach MS, RD, SNS  
Child Nutrition Consultant