



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 4, 2019

Ronald Jenkins
Superintendent
Calais Public Schools
32 Blue Devil Hill
Calais, ME 04619

Dear Superintendent Jenkins:

The Calais Public Schools Nutrition Program was reviewed on October 21, 2019 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

The enclosed Official Notification of Administrative Review Findings and Corrective Action describes the corrective action documentation required. Please submit a detailed response for each of the review findings listed in the report. Responses must be submitted through CNPweb, Maine Department of Education Child Nutrition's Administrative Review software, 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

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. 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 must be recalculated to the end of the school year.

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

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 Michele Bisbee at 624-6708 or email michele.bisbee@maine.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Walter Beesley
Child Nutrition Director

WB/MB/pp

Enclosure



SNP Administrative Review Findings

Calais Public Schools (108)

Program Year 2020

Calais Public Schools (108)
32 Blue Devil Hill
Calais, ME 04619

Food Service Contact
Robin Roehrich
Lead Person - CM/CH School
2074542296

Executive Contact

No. of Sites / Reviewed: 2 / 1
Month of Review: September 2019

Commendations

- * The administration and support staff within the Calais schools really want to provide the students with as much as they possibly can. They are willing to help wherever necessary and that should be recognized as an asset to the program.

Technical Assistance

- * While on site it was observed that Calais Elementary is clearly offering the students a variety of milk. It was discussed that this needs to be clearly communicated on the production records as well.
- * While reviewing applications vending machines were observed at the middle/high school. Some of the items in the vending machine were not acceptable for middle school students and they were available during the school day; which is defined as midnight until 30 minutes after the last bell.. It was explained that they would either need to be turned off or the unallowable products need to be removed.
- * HACCP based Standard Operating Procedures (SOP's) are required at every school participating in Child Nutrition Programs. These should be customized to meet the needs of each individual school. SOP's should be reviewed annually and upon being hired within the program.

Certification and Benefit Issuance - Calais Public Schools (108)

126. *Certification Benefits/Issuance Review Method, applications correctly approved?*

Finding 9017: The application approval process is not implemented correctly.

Based on the selected sample, eligibility determination errors were found.

Corrective Action:

The applications that were not complete need to be completed or changed to full pay status. The student found on the DC list, and sibling, need to be changed from reduced to free.

Corrective Action Due: 12/9/2019

General Program Compliance - Calais Public Schools (108)

1007. *On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

Finding 9000: Wellness Policy

Calais Public Schools does not have an approved compliant wellness policy.

Corrective Action:

A compliant wellness policy will need to be approved, implemented and submitted to the state agency.

Corrective Action Due: 1/31/2020



SNP Administrative Review Findings

Calais Public Schools (108)

Program Year 2020

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Program Year 2020

Calais Elementary School (109)
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Food Service Contact
Robin Roehrich
Lead Person - CM/CH School
2074542296

Month of Review: September 2019
Date of Onsite Review: October 21, 2019

Other Federal Programs - Calais Elementary School (109)

11. DOR and Review Period Snacks missing components. Enter data

Finding 9233: Snacks missing meal components on Day of Review and Review Period disallowed.

The total number of snacks missing meal components counted for reimbursement on the Day of Review and the total number of snacks missing meal components claimed for reimbursement for the Review Period are disallowed.

Corrective Action:

Snacks meeting the meal pattern will need to be purchased and served. Labels for these items need to be sent to the State Agency for review to validate that they are acceptable.

Betsy Barnard needs to complete training for the snack program. This can be done by watching our prerecorded webinar available on our website. Documentation that this has happened will need to be sent to the State Agency for validation.

Estimated Fiscal Action: \$336.52

Corrective Action Due: 12/20/2019

1904. FFVP: Offered during the school day, outside NSLP/SBP meal service times?

Finding 9172: The Fresh Fruits and Vegetables Program is offered during the school day, but overlaps the meal service times of the NSLP and/or SBP.**Corrective Action:**

Submit a schedule to the State Agency showing the specific times that the FFVP options will be available.

Corrective Action Due: 12/20/2019

1910. FFVP: Meal service follow HACCP principles, sanitation standards?

Finding 9000: Other Finding

Leftover Fresh Fruits and Vegetables Program items were being served as an extra option for the After School Snack Service.

Corrective Action:

A statement will need to be submitted to the State Agency saying that Calais understands that this is not an allowable practice and it will be discontinued immediately.

Corrective Action Due: 12/20/2019

1910. FFVP: Meal service follow HACCP principles, sanitation standards?

Finding 9178: Fresh Fruits and Vegetables Program meal service did not follow HACCP principles and applicable sanitation and health standards.

Fresh Fruits and Vegetables Program foods that required being cut were not being prepped in the kitchen. It was discussed on site that this would need to be corrected

SNP Administrative Review Findings

Calais Public Schools (108)

Program Year 2020

Corrective Action:

A plan will need to be submitted to the State Agency describing in detail how proper HACCP principles will be followed when prepping fruits and vegetables for FFVP service.

Corrective Action Due: 12/20/2019

General Program Compliance - Calais Elementary School (109)

1404. Food safety plan - written, copy available?

Finding 9145: A copy of the written food safety plan was not available at the reviewed school.

Corrective Action:

SOP's will need to be developed to meet the needs of the Calais Elementary School. These will need to be reviewed by all food service employees at the Elementary School and documentation will need to be submitted to the State Agency.

Corrective Action Due: 12/20/2019

Michele Bisbee
Child Nutrition Consultant
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207-624-6708