



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 3, 2020

Gary Gonyar
Superintendent
Hermon Public Schools
PO Box 6360
Hermon, ME 04401

Dear Superintendent Gonyar:

The Hermon Public Schools Nutrition Program was reviewed on December 16, 2019 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

The enclosed Official Notification of 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 will 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.doefiles/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 Sarah Platt at 624-6879 or email sarah.d.platt@maine.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley", written in a cursive style.

Walter Beesley
Child Nutrition Director

WB/SP/pp

Enclosure

Hermon Public Schools (219)
31 Billings Road
Hermon, ME 04401

Food Service Contact
Jessica Thompson
Food Service Director
207-848-4023

No. of Sites / Reviewed: 3 / 1
Month of Review: November 2019

Commendations

- * This is Jessica Thompson's first year as the School Nutrition Director for the Hermon School Nutrition Program and she is doing a great job. Both she and her staff, in particular Head Cook Melissa Mixer, are eager to learn, receptive to feedback and quick to make changes when necessary. The kitchen was clean and well organized and the meals offered to students were healthy and appealing. It was a pleasure to review this program. Keep up the great work!

Technical Assistance

- * When reviewing meal benefit applications, it was noted that some sites are distributing the application from the prior school year. While these applications were completed and processed in the current school year with correct income guidelines, technical assistance was provided that only the current year meal benefit application should be distributed.

Certification and Benefit Issuance - Hermon Public Schools (219)

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

Finding: Application approval errors.

Income frequency errors when calculating eligibility.

Corrective Action:

Correct eligibility and notify households of the change.

Date Due: Corrected On-site

Estimated Fiscal Action: \$92.89

136. *Confidentiality, overt identification, students required to work for meals?*

Finding: Confidentiality and Overt Identification

Free and reduced price meal benefits were not provided in a manner that prevents overt identification during meal service at the high school.

Corrective Action:

Describe how this was corrected so that the point of service screen is not visible to anyone other than the cashier.

Date Due: 2/7/2020

Estimated Fiscal Action: None

General Program Compliance - Hermon Public Schools (219)

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

Finding: Local Wellness Policy

Local Wellness Policy does not contain all the required elements.

Corrective Action:

Revise Local Wellness Policy to include all required elements and submit a copy of the revised, implemented policy to the reviewer.

Date Due: 3/30/2020

Estimated Fiscal Action: None

Technical Assistance:

A copy of the reviewer's policy assessment was provided to Jessica Thompson.



Hermon High School (222)
31 Billings Road
Hermon, ME 04401

Food Service Contact
Jessica Thompson
Food Service Director
207-848-4023

Month of Review: November 2019
Date of Onsite Review: December 16, 2019

Meal Components & Quantities - Hermon High School (222)

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?
Enter data.

Finding: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Production records for the breakfast program were not being kept.

Corrective Action:

Submit five consecutive days of breakfast production records along with corresponding product labels and recipes for crediting information.

Date Due: 2/7/2020

Estimated Fiscal Action: None at this time

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding: Planned menus served during Review month do not meet portion size/quantity requirements.

Productions records were reviewed to determine compliance with the grade 9-12 meal pattern. It was determined that some meals offered insufficient Grain and insufficient meat/meat alternate.

Corrective Action:

Revise recipes for cheesy bread, yogurt parfait & muffin, chicken & gravy, shepherd's pie, and nachos with cheese so that each contributes at least 2 ounce equivalents of Grain and meat/meat alternate per serving.

Submit 1 week (5 consecutive days) of completed Lunch production records to show compliance with the grade 9-12 lunch meal pattern.

Date Due: 2/7/2020

Estimated Fiscal Action: None at this time

Sarah Draper Platt, RD, SNS
Child Nutrition Consultant
207-624-6879
Sarah.d.platt@maine.gov