



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

JANET T. MILLS  
GOVERNOR

PENDER MAKIN  
COMMISSIONER

November 26, 2019

Tonya Arnold  
Superintendent  
RSU 08  
22 Arcola Lane  
Vinalhaven, ME 04863

Dear Superintendent Arnold:

The RSU 8 Nutrition Program was reviewed on October 25, 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 Kaitlin Fayle at 624-6666 or email [Kaitlin.fayle@maine.gov](mailto:Kaitlin.fayle@maine.gov).

Sincerely,



Walter Beesley  
Child Nutrition Director

WBKF/KF/pp

Enclosure



**SNP Administrative Review Findings**

**RSU 08/MSAD 08 (603)**

*Program Year 2020*

**RSU 08/MSAD 08 (603)**

22 Arcola Lane  
Vinalhaven, ME 04863

**Food Service Contact**

Tina Davidson  
Business Manager  
2078634800

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

**Commendations**

- \* Staff at Vinalhaven School were very receptive to instructive feedback and quick to correct any problems. A breakfast after the bell program is new to the school. Breakfast is delivered to each classroom by a cart. Staff have done a great job planning to make sure accountability procedures are accurate and meal pattern is being met. Staff should be applauded for the additional work-load this program creates. Overall the program is running well, with only a few corrections to be made. I look forward to working with RSU 8 in the future.

**Technical Assistance**

- \* Meal signage to explain what students must select for a reimbursable meal at breakfast and lunch was not available. Tina Davidson, Office Manager, was made aware of this finding and created meal signage that was posted during the on-site visit. No corrective action is needed.
- \* The Health Inspection Report must be posted for public view. During the on-site visit, the Nutrition Staff moved the inspection report to outside the kitchen. No corrective action is needed.
- \* Calories for all items sold outside of a reimbursable meal must have calories displayed at the point of decision, even when a product can be physically handled to view the nutrition facts label. This was mentioned to Nutrition Staff during the on-site visit and was quickly fixed while the reviewer was on-site. No corrective action is needed.
- \* The District's written Standard Operating Procedures (SOP's) were not available. SOP's serve as USDA guidance for the implementation of HACCP-based food safety programs in schools participating in the National School Lunch Program (NSLP) or the School Breakfast Program (SBP). This guidance identifies the minimum elements that must be included in a food safety program. While the reviewer was on-site, sample SOP's were printed and customized for Vinalhaven School. Going forward Kitchen staff should reference these procedures and continue to make customizations.

**Meal Counting & Claiming - RSU 08/MSAD 08 (603)**

*316. SA validated meal counts – school level meal counts consolidated incorrectly*

**Finding 9051: SFA's Review Period claim not validated.**

There are differences between the SFA's Review Period Claim and the State Agency's validated counts for lunch and breakfast by category for the school's review period.

The "Menu Items Sold" report from Nutra-Kids was used for September 2019 Free/Reduced /Paid claiming numbers. Instead of reading off the "meals sold" line of this report, the "total items sold" was recorded giving an inaccurate number, causing an over claim of meals. This was a one-time occurrence, as all of SY 19's claims were reviewed for accurate reporting.

**Corrective Action:**

The District has worked with the State agency correct meal counts for the September 2019 claim for reimbursement. The total reclaim amount is \$242.78.

Corrective action is to issue a check for \$242.78 to the Treasurer State of Maine.

Please mail a check to our office:

C/O Nanci Kittredge  
Child Nutrition



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**SNP Administrative Review Findings**

**RSU 08/MSAD 08 (603)**

*Program Year 2020*

Department of Education  
90 Blossom Lane  
136 State House Station  
Augusta, ME 04333

Date due: 12/26/2019



SNP Administrative Review Findings

RSU 08/MSAD 08 (603)

Program Year 2020

Vinalhaven School (605)  
22 Arcola Lane  
Vinalhaven, ME 04863

Food Service Contact  
Tina Davidson  
Business Manager  
2078634800

Month of Review: September 2019  
Date of Onsite Review: October 25, 2019

Meal Components & Quantities - Vinalhaven School (605)

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

**Finding 9000: Salad bar offerings not recorded**

A salad bar production record is not commonly used. Meal pattern findings for the week of review include a missing legume offering from the vegetable subgroups and insufficient grain offering for grades 9-12, due to the roll offered on 9/24/19 only crediting to 1 ounce, where a 2-ounce equivalent offering for this grade group is needed. Had the salad bar offerings been documented by a production record these two meal pattern errors above would not have been found, for the salad bar offers legumes and croutons or other grains regularly. Vinalhaven School plans a menu where students to leave the serving window with a reimbursable meal, the salad bar is used as an "extra" going forward the school should appreciate what an asset the salad bar is to the program as far as meeting compliance, and it is a requirement to document all food items offered to students to meet standards of food safety.

**Corrective Action:**

A recipe and production records must be created and maintained for the salad bar. Please submit to the Reviewer one week's worth of production records From December 9, 2019 -December 13, 2019.

Due December 26, 2019

**Technical Assistance:**

A production record for a salad bar can consist of a standardized recipe containing all salad bar options. In most cases, all options will not be provided on any given day. The recipe can be used as a production record by the kitchen staff can indicating what food items are offered from the salad bar recipe for that day, as well as indicate how much of each food item on the recipe was produced and leftover.

Kaitlin Fayle  
Child Nutrition Consultant  
207-624-6666  
[kaitlin.fayle@maine.gov](mailto:kaitlin.fayle@maine.gov)