



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

December 20, 2019

Meredith Higgins  
Superintendent  
RSU 26  
10 Goodridge Drive  
Orono, ME 04473

Dear Superintendent Higgins:

An Administrative Review of the RSU 26 School Nutrition Program was conducted on November 20, 2019.

The enclosed Official Notification of Administrative 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 Date due.** 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 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.

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 Adriane Ackroyd at 624-6726 or email [Adriane.ackroyd@maine.gov](mailto:Adriane.ackroyd@maine.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley".

Walter Beesley  
Child Nutrition Director

WB/AA/pp

Enclosure

**SNP Administrative Review Findings**

**RSU 26 (1465)**

*Program Year 2020*

**RSU 26 (1465)**  
10 Goodridge Drive  
Orono, ME 04473

**Food Service Contact**  
Ben Jacobson  
Food Director  
2074166305

**Executive Contact**

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

**Commendations**

- \* Staff at RSU 26 provided wonderful customer service. Many of the students were addressed by name and were excited to see food service staff.
- \* RSU 26 must be commended for the quality of the meals served. Menus include a wonderful variety of items and heavily utilize scratch cooking.
- \* Food Service Director Ben Jacobson does a great job with paperwork maintenance. Items were organized and easy to follow.
- \* Ben Jacobson clearly illustrated the priority of operating a good program. He was quick to make adjustments and receptive to feedback.

**Technical Assistance**

- \* Technical Assistance was provided on the need to document temperatures of potentially hazardous foods. When a sampling of production records was reviewed, it was observed the temperatures were not consistently documented.
- \* Technical Assistance was provided on the need to maintain ghost trays.

**Certification and Benefit Issuance - RSU 26 (1465)**

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

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

Based on the selected students, eligibility determination errors were found. One household submitted a SY 2019 application in June of 2019 and was approved for reduced price benefits. As this application was submitted in SY 2019, it is invalid for SY 2020. Another application has a discrepancy in household number and as a result was incorrectly approved as free when it should be reduced.

**Corrective Action:**

Update the students' statuses in the POS meal benefit delivery system and notify the households of the change. Ensure households losing a benefit are provided with 10 calendar days grace period. Submit the date the corrections were made and a copy of the notification letters to your reviewer as part of corrective action.

Deadline: January 31, 2020

Estimated Fiscal Action: \$80.22

**Verification - RSU 26 (1465)**

214. *Student eligibility change due to verification – update Benefits Issuance list?*

**Finding: Change in benefit levels due to Verification results not changed within required timelines.**

When a student's eligibility status changed due to verification, benefits were not increased within 3 calendar days or decreased within 10 calendar days from the final verification decision.

**Corrective Action:**

Submit a plan to ensure proper timelines are followed. Update verification notification materials to include correct timelines.

Deadline: January 31, 2020

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**SNP Administrative Review Findings**

**RSU 26 (1465)**

*Program Year 2020*

Estimated Fiscal Action: None

**General Program Compliance - RSU 26 (1465)**

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

**Finding: Local Wellness Policy**

Local Wellness Policy was missing required components. Since the time of the onsite review, district has approved an updated, compliant policy.

**Corrective Action:**

Corrective Action has already been completed. Since the time of the onsite review, district has approved an updated, compliant policy.

Deadline: N/A

Estimated Fiscal Action: None

**SNP Administrative Review Findings**

RSU 26 (1465)

**Program Year 2020****Orono Middle School (341)**10 Goodridge Drive  
Orono, ME 04473**Food Service Contact**Ben Jacobson  
Food Director  
2074166305

Month of Review: October 2019

Date of Onsite Review: November 20, 2019

**Meal Components & Quantities - Orono Middle School (341)****401. DOR - meals selected by students contain all required components/quantities?****Finding: Students received non-reimbursable meals during breakfast and lunch**

During onsite observation at Orono Middle School, 1 non-reimbursable meal was claimed at breakfast and 2 non-reimbursable meals were claimed at lunch. All 3 meals were non-reimbursable due to students not having at least 1/2 cup of fruit or vegetable as part of the meal.

**Corrective Action:**

Orono Middle School staff must receive training on breakfast and lunch meal patterns, including Offer Versus Serve requirements. The training must teach staff how to identify reimbursable meals at point of service.

Deadline: January 31, 2020

Estimated Fiscal Action: \$2.56

**General Program Compliance - Orono Middle School (341)****1105. Foods sold to students during school day meet Smart Snacks standards?****Finding: Foods and beverages sold to students not compliant with Smart Snacks standards. \*Repeat Finding**

Some foods and beverages sold to students during the school day in the vending machines do not meet Smart Snacks standards. This is a repeat finding from the last Administrative Review.

**Corrective Action:**

Submit a plan to ensure students only have access to Smart Snack compliant items during the school day. The school day is defined as the midnight before to 30 minutes after the end of the school day.

Deadline: January 31, 2020

Estimated Fiscal Action: None

Adriane Ackroyd, MPH, RD  
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