



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 17, 2019

Matthew Cyr
Superintendent
Veazie Public Schools
1040 School St.
Veazie, ME 04401

Dear Superintendent Cyr:

The Veazie Public Schools Nutrition Program was reviewed on November 19, 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.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 Adriane Ackroyd at 624-6726 or email Adriane.ackroyd@maine.gov.

Sincerely,



Walter Beesley
Child Nutrition Director

WB/AA/pp

Enclosure

SNP Administrative Review Findings**Veazie Public Schools (475)***Program Year 2020***Veazie Public Schools (475)**1040 School Street
Veazie, ME 04401**Food Service Contact**Betsy Brooks
Food Service Director
2079476573**Executive Contact**No. of Sites / Reviewed: 1 / 1
Month of Review: October 2019**Commendations**

- * Staff at Veazie Community School provided wonderful customer service. Children were assisted when needed promptly and with kindness. Staff clearly care for the students in this school.
- * The lunch on the day of review was colorful and flavorful. Students were excited for the meal and took good advantage of the salad bar. In addition, the school served teachers as well which brings additional revenue to the program.
- * Veazie Community School does an excellent job of managing paperwork. There was a clear paper trail for both the claims reviewed. Meal benefit applications, Direct Certification and verification paperwork was well organized and easy to follow.

Technical Assistance

- * Technical Assistance was provided on the need to ensure all applications contain either the last four digits of the social security number or have the box indicating no social security number checked. One application was missing this information, but it was obtained on the day of review.
- * Technical Assistance was provided on the need to ensure all production records contain required information. For the week of review, information was missing from production records at times. This information was obtained to validate meal pattern requirements.
- * Technical Assistance was provided on the need to ensure the milk cooler has an internal thermometer.
- * Technical Assistance provided on the need for all staff involved in meal benefit applications/verification to receive annual civil rights training.

Verification - Veazie Public Schools (475)*208. Confirmation Review – documentation on file, required procedures followed?***Finding: Confirmation review not conducted as required.**

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

Corrective Action:

Submit a plan to ensure that confirmation reviews will be done in the future.

Deadline: January 31, 2020

Technical Assistance:

Technical Assistance provided on the need to complete a confirmation review for the applications selected for verification.

SNP Administrative Review Findings

Veazie Public Schools (475)

Program Year 2020

Veazie Community School (476)

1040 School Street
Veazie, ME 04401

Food Service Contact

Betsy Brooks
Food Service Director
2079476573

Month of Review: October 2019

Date of Onsite Review: November 19, 2019

Meal Components & Quantities - Veazie Community School (476)

401. DOR - meals selected by students contain all required components/quantities? Enter data.

Finding: Missing fruit component at breakfast.

2 breakfasts served did not contain a fruit or vegetable item that would be equivalent to half cup.

Corrective Action:

Review breakfast meal pattern requirements, including offer versus serve guidelines, and contact reviewer when completed.

Deadline: January 31, 2020

Estimated Fiscal Action: \$2.15

Technical Assistance:

Technical Assistance was provided on the requirement that only meals that contain 1/2 cup fruit component at breakfast can be claimed for reimbursement.

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

Finding: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line.

Corrective Action:

Signage indicating what constitutes a reimbursable meal has already been posted. This finding is corrected.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

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 groups not met.**

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period 10/7-10/10/2019, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade groups being served. Meals missing required meal components during the week reviewed: Monday, October 7 - non creditable sausage served.

Corrective Action:

A compliant turkey sausage link product will be served in the place of the patties. A label has been provided. Corrective Action is complete.

Deadline: N/A

Estimated Fiscal Action: \$152.46

Technical Assistance:

The school was provided technical assistance during the on-site visit.



SNP Administrative Review Findings

Veazie Public Schools (475)

Program Year 2020

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Child Nutrition Supervisor
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