



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 11, 2022

Michael Eastman
Superintendent
RSU 24
2165 US Highway 1
Sullivan, ME 04664

Dear Superintendent Eastman:

The RSU 24 Nutrition Program was reviewed on 12/22/2021 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 Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Walter Beesley', with a long, sweeping flourish extending to the right.

Walter Beesley
Child Nutrition Director

WB/SS/pp

Enclosure

SNP Administrative Review Findings**RSU 24 (1462)****Program Year 2022****RSU 24 (1462)**2165 US Highway 1
Sullivan, ME 04664**Food Service Contact**Ms. Linda Mailhot
Food Service Director
(207) 422-2017**Executive Contact**Mr. Michael Eastman
Superintendent
(207) 422-2017

No. of Sites / Reviewed: 5 / 1

Month of Review: November 2021

Commendations

- * Thank you to Linda Mailhot, Food Service Director, for providing all of the information needed to complete the Administrative Review Off-Site. We appreciate the assistance with completing this review. Thank you for all of your efforts to feed students during this challenging year!
- * Good documentation was kept to support the verification process. Verification is confirmation of eligibility for free or reduced-price benefits. The annual verification report was also submitted on time to the Child Nutrition state office.

Technical Assistance

- * The National School Lunch Program (NSLP) menu planning standards must be followed for SY 2022. Production records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served (K-8). The following meal pattern errors were found, and technical assistance was provided:

- Insufficient fruit offered at breakfast and lunch
- Insufficient vegetable offered at lunch
- Milk types were not documented on the production records
- Weekly vegetable subgroups not met- missing dark green and legumes, insufficient red/orange and other vegetables.

It was recommended that production records be reviewed periodically to ensure the meal pattern is met and correct portion sizes are offered for fruits and vegetables. The production record could be reformatted for ease of staff completing, including having separate columns for fruits and vegetables. There should also be a plan going forward for incorporating the vegetable subgroups into each week's menu.

- * A review of product labels showed a non-whole grain rich product was served for lunch during the week of review. Per the Food Service Director, a whole grain sub roll is normally served; however, it was not available this week.

*A review of product labels showed the mixed fruit cup was a product of Thailand. To the maximum extent practicable, all products purchased in the school nutrition program must be a U.S. product. One exception being the cost of the U.S. product is significantly higher than the non-domestic product with documentation to support. Due to COVID-19 and issues with product availability this will not be a finding for School Year 2022.

- * A Triennial Assessment of the Local Wellness policy is required every three years. We applaud RSU 24's wellness team for completing an assessment of their wellness policy this year. Technical assistance was given on additional elements needed as part of the assessment. A sample template can be found on the Child Nutrition website.

- * A Fresh Fruit and Vegetable Program (FFVP) on site monitoring form must be completed before February 1st of each school year. This is to ensure the program is up and running smoothly.

- * An incorrect short non-discrimination statement was used on the breakfast and lunch menus. Technical assistance was provided on the correct statement to use and is available on the Child Nutrition website.



SNP Administrative Review Findings

Program Year 2022

Other Federal Programs- Mountain View School (1046)

Finding 9000: Meal count sheets were not completed correctly

Daily meal count sheets were reviewed for all schools for November 2021. At Mountain View School, Ella Lewis School and Cave Hill School, meal count sheets are not being completed correctly. Based on federal regulations, individual students must be checked off at the point of service, or when a meal is taken. Currently, groups of students are being checked off at a time and not individually. Per the Food Service Director, the staff completing the meal count sheets have already been instructed to do individual counts; however, are still counting groups of students. Staff turnover has likely been a factor.

Corrective Action:

Retrain staff responsible for the meal count sheets and have them sign and date a form that they have been trained and understand how to properly complete. Send a copy of the form to the reviewer.

Corrective Action Due: February 14, 2022

Sincerely,

Stephanie Stambach MS, RD, SNS
Child Nutrition Consultant
stephanie.stambach@maine.gov
207-215-9437