



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 12, 2023

Ann Kirkpatrick
Superintendent
Chebeague Island Public Schools
14 School House Road
Chebeague Island, ME 04017

Dear Superintendent Kirkpatrick:

The Chebeague Island Public Schools Nutrition Program was reviewed on April 25, 2023 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 Kaitlyn Fayle at 592-4198 or email Kaitlyn.fayle@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/KF/pn



SNP Administrative Review Findings

Chebeague Island Public Schools (1433)

Program Year 2023

Chebeague Island Public Schools (1433)

****New SFA****
14 School House Road
Chebeague Island, ME 04017

Food Service Contact

Polly Wentworth
Kitchen manager
(207) 846-4162

Executive Contact

Ann Kirkpatrick
Superintendent
(207) 846-4162

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2023

General Program Compliance - Chebeague Island Public Schools (1433)

1400. Food safety plan – contain required elements, copy not available.

Finding 9143: A copy of the written food safety plan is not available.

Technical Assistance:

Staff were directed to the Institute of Child Nutrition's standard operating procedures webpage as a resource. While the Reviewer was onsite, copies of procedures were created for the kitchen to adopt. No further action is required.

SNP Administrative Review Findings

Chebeague Island Public Schools (1433)

Program Year 2023

Chebeague Island School (842)

Food Service Contact

14 School House Road
Chebeague Island, ME 04017

Month of Review: March 2023

Date of Onsite Review: April 25, 2023

Meal Counting & Claiming - Chebeague Island School (842)

325. Review Period meal counts by category correctly used in the claim?

Finding 9000: Meal Accountability Method

The school uses a small, pre-printed slip with student names to capture meal counts. The slip is turned into the front office daily. At the end of the month the slips are counted. This type of accountability has a high likelihood of human error and lacks important edit checks.

Corrective Action:

The school must adopt a different method of accountability that reduces human error such as a shared spreadsheet, where accountability can be recorded by student name at the time of service and then consolidated automatically for the monthly claim.

Send the Reviewer the newly adopted method of accountability to validate the May 2023 NSLP claim.

Date Due: June 5, 2023

Meal Components & Quantities - Chebeague Island School (842)

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

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

Productions 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.

Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable if they are repeat finding on the program's next review.

Lunch production records indicated a 1/2 cup serving size for vegetables. The vegetable serving size for kindergarten through 5th grade for lunch is 3/4 cup. This insufficiency was recorded on 3/09/2023, 3/11/2023, and 3/13/2023. In addition, the starchy vegetable subgroup was also missing for the week of review.

Corrective Action:

Submit to the reviewer a lunch menu and production records for the week of May 8th. 2023 to verify that menu insufficiencies have been corrected.

Date Due: June 5, 2023

502. DOR - Signage explaining OVS reimbursable meal near/at beginning of service line?

Finding 9080: No signage explaining what constitutes a reimbursable meal under Offer vs. Serve.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal under Offer vs. Serve (including the requirement that students must select at least ½ cup fruit or vegetable) is not identified near or at the beginning of the meal service line.

Corrective Action:

Print and hang signage in a visible location, send the reviewer a photo of the signage.

Date Due June 1,2023

Sample signage can be found at: <https://www.fns.usda.gov/tn/offer-versus-serve-national-school-lunch-program-posters>

General Program Compliance - Chebeague Island School (842)

811. Justice for All poster displayed in prominent location?

Finding 9101: Justice For All poster not displayed in prominent location.

The USDA "And Justice for All" poster was not displayed in a prominent location where it is visible to recipients of benefits.

Technical Assistance:

Chebeague Island School will be issued a poster by the Maine Child Nutrition Office.

No further action is required.

1405. Food safety inspection dates?

Finding 9146: Less than 2 food safety inspections were done in the current school year and no documentation that 2 inspections have been requested.

The school did not receive a food safety inspection for the current school year, Lisa Silva, the State inspection contact at Maine CDC was notified via email on 4/26/2023 that the school had not received an inspection.

Corrective Action:

No further corrective action is required.

SNP Administrative Review Findings

Chebeague Island Public Schools (1433)

Program Year 2023

1408. *Temperature logs available?*

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months.

Corrective Action:

Create a form for documenting temperatures of equipment daily.

Send the Reviewer a copy of the created form, showing that temperature recording is being practiced.

Date Due: June 5, 2023