



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

April 7, 2023

Hung Bai
Executive Director
Lee Academy
26 Winn Road
Lee, ME 04455

Dear Director Bai:

The Lee Academy's Nutrition Program was reviewed on April 30, 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". The signature is written in black ink and is positioned above the printed name and title.

Jane McLucas
Child Nutrition Director

JM/KF/pn

SNP Administrative Review Findings

Lee Academy (C1197)

Program Year 2023

Lee Academy (C1197)

26 Winn Road
Lee, ME 04455

Food Service Contact

Scott Denniston
Food Service Director
(207) 738-2252

Executive Contact

Hung Bai
Executive Director
(207) 738-2522

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

Commendations

- * New to NSLP, Scott Dennison, Food Service Director has made great progress over the course of the school year learning and adapting to complex requirements of the program. He has been receptive to recommendations and guidance and quick to make changes where necessary.
Thank you for all your time and effort this school year.

Verification - Lee Academy (C1197)

206. On-site observation validate Off-Site Assessment Tool responses to Verification questions?

Finding 9000: Verification was not completed for SY23

The process of verification was not completed for SY23.
Student applications were selected, but no review was conducted by the School Food Authority

Corrective Action:

A. The Food Service Director must complete verification training and submit to the and upload to CNPweb a timeline in which verification will be conducted next school year.

Date Due: 5/2/2023

- B. Upload into CNPweb the following documentation for the verification for SY24.
 - Copies of the dated letters sent to the parents/gradians selected for verification.
 - Copies of the dated letters sent explaining parents/gradians regarding status changes
 - Proof that the master list was updated if verification resulted in a status change

Date Due: 11/15/2023

207. Verified applications on file match FNS-742 and Off Site question #200?

Finding 9036: Verified applications on file do not match number reported on FNS-742.

The SFA's response to question #200 of the Off-site Assessment Tool and the number of Verified applications reported on the FNS-742 are inconsistent with the number of Verified applications on file.

Corrective Action:

Corrective Action: Accurately complete the verification report for SY24

Due date: 11/15/2023

Technical Assistance:

School Food Service only reported the applications selected for verification but did not complete verification.

SNP Administrative Review Findings

Lee Academy (C1197)

Program Year 2023

211. Verification notification letter?

Finding 9044: Verification notification letter does not contain all required information.

the SFA's verification notification letter does not include all required information.

Corrective Action:

Corrective action will be completed with the submission of the correspondence with families documented for finding # 9000

Date due: 11/15/2023

Technical Assistance:

During the onsite visit, the Food Service Director was provided with notification letter templates.

These templates can also be found on the Maine DOE Child Nutrition website, under Student Eligibility and Applications

General Program Compliance - Lee Academy (C1197)

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

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

Lee Academy's Wellness policy references the Chapter 51 which has been replaced with Smart Snacks Standards.

Corrective Action:

Address the deficiencies in the SFA's Local School Wellness Policy to meet current standards with a board approved and publicly posted Wellness Policy.

Due Date 6/1/2023

SNP Administrative Review Findings

Lee Academy (C1197)

Program Year 2023

Lee Academy (1198)

Food Service Contact

26 Winn Road
Lee, ME 04455

Month of Review: February 2023

Date of Onsite Review: April 30, 2023

Meal Components & Quantities - Lee Academy (1198)

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period February 13th - February 17th, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Production records were prefilled with a fruit category for lunch, but further documentation of what type and serving size was not indicated.

Vegetable subgroups at Lee Academy are traditionally met though a salad bar. During the week of review, the salad bar cooling units had broken, and the bar was removed from service, resulting in the remaining menu items struggling to meet the vegetable subgroups. It should be mentioned that accurate assessment of meeting the vegetable subgroups over the week could not be assessed because the 17th and final day of the review week resulted in a cancelation of school. Leaving the results of the vegetable subgroup portion of the menu analysis inconclusive.

Corrective Action:

Upload into CNPweb menus, labels, and production records for the upcoming week of April 24th. to validate that proper documentation and accurate amounts of fruits and vegetables are being met going forward.

Date Due: 5/1/2023

General Program Compliance - Lee Academy (1198)

1104. Foods sold to students – complete chart of locations, responsible entity.

Finding 9000: Beverages offered to students

A beverage dispenser after the point of service provides additional beverage choices to all students free of charge. The program receives additional nonprogram income through the residential boarding students to allow for this without utilizing program funds, however, currently the products offered do not meet Smart Snacks standards.

Corrective Action:

The School has the choice to replace all beverages in the dispenser to meet smart snacks standards or put the dispenser on a timer so that is only turned on during the dinner meal after the school day.

If the School chooses to replace the items in the dispenser, documentation that the new products meet smart snack standards must be uploaded into CNPweb.

If the machine is placed on a timer, upload a photo for evidence.

Date Due 5/5/2023

1104. *Foods sold to students – complete chart of locations, responsible entity.*

Finding 9000: Brand Specific Marketing

A Coca Cola cooler found in the cafeteria has unallowable brand specific messaging

Corrective Action:

The School must cover or replace the brand name so that is no longer visible.
and upload a photo for documentation.

Date Due: 5/5/2023