



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 15, 2022

Amy Boles
Superintendent
Ellsworth Public Schools
66 Main St.
Ellsworth, ME 04605

Dear Superintendent Boles:

The Ellsworth Public Schools Nutrition Program was reviewed on November 1, 2022 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 Sarah Platt at 592-2410 or email sarah.d.platt@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/SP/pp

Enclosure



SNP Administrative Review Report

Ellsworth Public Schools (1663)

Program Year 2023

Ellsworth Public Schools (1663)

66 Main Street, Suite 201
Ellsworth, ME 04605

Food Service Contact

Mr. Greg Berry
Food Service Director
(207) 610-0076

Executive Contact

Ms. Amy Boles
Interim Superintendent
(207) 664-7100

No. of Sites / Reviewed: 2 / 1
Month of Review: September 2022

Commendations

- * Thank you to Greg Berry, Food Service Director, and his staff for their assistance with the Administrative Review. This is Mr. Berry's first year as Food Service Director, and he is an asset to the program. He is receptive to feedback and eager to learn about operating a School Nutrition Program. His staff is knowledgeable and well-trained. It was a pleasure conducting this review. Keep up the great work!

Technical Assistance

- * Technical assistance was provided on dietary accommodations for students. If an accommodation is required due to a disability and the accommodation results in the meal pattern requirements not being followed, a medical statement must be completed and signed by a licensed physician and submitted to the school nutrition program.

Certification and Benefit Issuance - Ellsworth Public Schools (1663)

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

Finding 9000: Application Approval Error

One meal benefit application was approved for reduced benefits incorrectly.

Corrective Action:

In NutriKids, eligibility of the identified student was changed from 'reduced' to 'paid'. In CNPweb, revise the September 2022 and October 2022 claim as instructed:

ES-MS - September 2022

Table with 2 columns: Lunch, Breakfast. Rows: Free, Reduced, Paid.

High School - September 2022

Table with 2 columns: Lunch, Breakfast. Rows: Free, Reduced, Paid.

ES-MS - October 2022

Table with 2 columns: Lunch, Breakfast. Rows: Free, Reduced, Paid.

High School - October 2022

Table with 2 columns: Lunch, Breakfast. Rows: Free, Reduced, Paid.

SNP Administrative Review Report**Ellsworth Public Schools (1663)***Program Year 2023**Date Due: January 12, 2023***Technical Assistance:**

The program is in its base year of implementing Special Provision 2. The claiming percentages that are being established in the base year must be accurate to ensure accurate claim for the remainder of the cycle.

General Program Compliance - Ellsworth Public Schools (1663)*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?***Finding 9000: Local Wellness Policy**

LWP does not specifically mention that it permits the involvement of the following people in the development, implementation, review, and update of the wellness policy:

Parents, Students, School Food Service, Teachers of Physical Education, School Health Professionals, School Administrators, School Board Members, and the General Public.

Corrective Action:

Revise the Local Wellness Policy to permit the involvement of the following people in the development, implementation, review, and update of the wellness policy:

Parents, Students, School Food Service, Teachers of Physical Education, School Health Professionals, School Administrators, School Board Members, and the General Public.

*Date Due: February 13, 2023***Technical Assistance:**

The Local Wellness Policy referenced Chapter 51. This reference should be removed as Chapter 51 has been replaced with federal Smart Snack Guidance.

SNP Administrative Review Report

Ellsworth Public Schools (1663)

Program Year 2023

Ellsworth Elementary-Middle School
(1463)66 Main Street, Suite 201
Ellsworth, ME 04605

Month of Review: September 2022

Date of Onsite Review: November 1, 2022

Meal Counting & Claiming - Ellsworth Elementary-Middle School (1463)*318. DOR - accurate meal counts by category at POS? Enter data.***Finding 9000: Meals Counted for Reimbursement Prior to Being Served to Students**

At breakfast service, a teacher was observed taking three meals for students and these meals were claimed for reimbursement without the students being present. Meals may only be claimed for reimbursement at the point when the student has received a reimbursable meal. The three meals are not eligible for reimbursement and were re-claimed as part of the claim revision with finding 126 Certification & Benefit Issuance.

Corrective Action:

Develop and implement an allowable meal counting and claiming procedure for claiming meals for students who are not able to come to the cafeteria to select their own meal. Describe this procedure on the Maine DOE Child Nutrition 'Alternate Service Location' form and submit via CNPweb.

*Date Due: January 12, 2023***Meal Components & Quantities - Ellsworth Elementary-Middle School (1463)***409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.***Finding 9000: Production Records Indicate Insufficient Serving Size of Vegetable**

Production records for lunch indicated a 1/2 cup vegetable serving size. After discussion, students can have as much as they want. Technical assistance was provided that the required serving size of vegetables for grades K-8 is 3/4 cup and with offer versus serve the minimum a student has to take is 1/2 cup.

Corrective Action:

Staff revised their production record to reflect the 3/4 cup serving size prior to the onsite review. No further corrective action is necessary.