



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 14, 2023

Amy Bundt
Chief Financial Officer
ME Collaborative School
41 Pineland Dr.
New Gloucester, ME 04260

Dear Ms. Bundt:

The Maine Collaborative School Nutrition Program was reviewed on 1/10/23 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 Kaitlyn Fayle at 592-4198 or email Kaitlyn.fayle@maine.gov.

Sincerely,

A handwritten signature in black ink that reads "Jane McLucas". The signature is written in a cursive, flowing style.

Jane McLucas
Child Nutrition Director

JM/KF/pp

Enclosure



SNP Administrative Review Findings

ME Sp.Ed./ M.H. Collaborative (1182)

Program Year 2023

ME Sp.Ed./ M.H. Collaborative (1182)

41 Pineland Dr Ste 200
New Gloucester, ME 04260-5111

Food Service Contact

Mrs. Cynthia Ki Olmstead
Administrative Assistant
(207) 688-2253

Executive Contact

Mrs. Amy Bundt
Chief Financial Officer
(207) 688-2253

No. of Sites / Reviewed: 1 / 1
Month of Review: December 2022

Meal Counting & Claiming - ME Sp.Ed./ M.H. Collaborative (1182)

313. *On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?*

Finding 9000: Meal Accountability

Lunch meal accountability is being documented when a student orders a lunch meal at the beginning of the day. If the student rejects a meal at the time of service, it is reported to the administrative office and removed from the lunch count. This is an unacceptable method of accountability. Meal accountability should be taken at the time of service. It was suggested to the Sponsor that they adapt and using an electronic form or spreadsheet to ensure accuracy and reduce the likelihood of human error.

Corrective Action: Submit to the Reviewer a plan for accountability the Sponsor will use going forward to ensure meal counts are accurate and taken at the time off meal service.

Corrective action due: 3/01/2023

Corrective Action: Send to the Reviewer documentation of meal counts taken by day for the month of February 2023

Corrective Action Due: 3/01/2023

SNP Administrative Review Findings**ME Sp.Ed./ M.H. Collaborative (1182)***Program Year 2023***Maine Collaborative School (1184) Food Service Contact**
41 Pineland Dr Ste 200
New Gloucester, ME 04260-5111

Month of Review: December 2022

Date of Onsite Review: January 10, 2023

Meal Counting & Claiming - Maine Collaborative School (1184)*325. Review Period meal counts by category correctly used in the claim? Enter data.***Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.**

The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered non-systemic because the contributing factors are unusual, not part of the normal operating procedure and the system does not require changes to achieve accurate results.

The difference between the SFA Count and the State agency validated count, by category, is documented on S-1. The Sponsor mistakenly entered the December claim the number of lunches in the breakfast count. This resulted in an over claim of 6 breakfasts.

Corrective Action: Revise the December claim's breakfast counts to 61 breakfast meals

Corrective Action Due: 3/01/2023