



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 27, 2019

Dianne Helprin
Superintendent
Appleton Public Schools
444 Camden Road
Hope, ME 04847

Dear Superintendent Helprin:

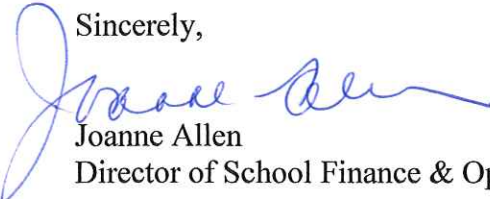
An Administrative Review of the Appleton Public Schools Nutrition Program was conducted on January 16, 2019.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates discussed during the exit conference. Please return a signed copy of this Official Notification when submitting the corrective action documentation. **Please provide the corrective action documentation by March 29, 2019.** Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable. 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.

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 624-6732 or email stephanie.stambach@maine.gov.

Sincerely,



Joanne Allen
Director of School Finance & Operations

JA/SS/pn

Enclosure

Administrative Review Revisit Report
Appleton School Nutrition Program
January 16, 2019

Introduction

The Appleton School Nutrition Program was reviewed. This is a revisit due to errors on the initial review of Appleton Village School on January 16, 2018.

Performance Standard 1: Meal Access and Reimbursement

Certification and Benefit Issuance- One application error was identified. The application should have been approved for reduced meal benefits and not free meal benefits. This was due to human error and technical assistance was provided on site.

Verification- The verification process was not completed correctly for the two applications selected for verification. Initially, only one application was verified; however due to the total number of free and reduced applications on hand a second application needed to be verified.

Based on the information provided by the families, both applications should have been changed from reduced to paid. Net income was used to calculate earnings on one application, when gross income should have been used. The other family submitted weekly pay stubs which should have been converted to a yearly figure and not monthly to account for 52 weeks in a year. Technical assistance was provided.

Meal Counting and Claiming- No problems were observed.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- A review of the menu and production records identified the following meal pattern errors:

- Insufficient fruit was offered on two days for breakfast
- One non whole grain item was offered for breakfast. *Serving non whole grain items is a repeat finding from the previous review.*
- The taco shell offered for lunch does not meet the 1 ounce minimum of grain and is also not whole grain rich. *This is a repeat finding from the previous review after technical assistance was provided and corrective action indicated a whole grain product was offered in place. Because of this repeat finding, fiscal action must be assessed for all meals served this day.*

The garlic breadstick offered on the day of review for lunch was also not whole grain rich. Serving non whole grain items is a common theme and more training is needed on how to identify whole grain rich products.

Signage- Signage explaining what constitutes a reimbursable meal to students (including selecting at least ½ cup fruit or vegetable) is required at the beginning of the serving line and was

a finding in the previous review. This was corrected for lunch but there was no signage available for breakfast. Sample meal signage for breakfast was emailed to the Food Service Director.

Production Records: Production records are used to support the claiming of meals and therefore, must document the items offered and quantities served as part of a reimbursable meal. Production records were completed correctly for the week of review; however are not being completed on a regular basis. The following points were emphasized to Toni Clark, Food Service Director, on the importance of completing the production records:

- It is a federal regulation to document that the meals served meet the meal pattern requirements.
- They are a helpful tool to forecast the number of meals to prepare on any given day. It was noted that there were excessive leftovers on the day of the review; referring to the production record on past meals can help reduce leftovers, thereby saving on food waste and cost.
- Attention to time management is needed to ensure production records are completed and made a priority in the daily duties. A master template was created for breakfast while the reviewer was on site for ease of completing the production records.

General Program Compliance

Records and Record Keeping- Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required. *Submitting the monthly claim for reimbursement on time is an improvement from the previous review.*

Food Safety and Sanitation- The internal thermometers in the freezers and refrigerators need to be replaced as some of them were broken. *There is still foot traffic in the kitchen, which is a repeat finding from the previous review.* The importance of keeping unauthorized people out of the kitchen was stressed as it is a safety hazard to the individual and the school nutrition program for sanitation reasons. The Food Service Director noted that it had been improved from the previous review; however one unauthorized person violates the Maine Food Code.

Training/Professional Standards- As Food Service Director, Toni Clark must complete and document 12 hours of annual training. Only one hour of training was completed to date and there were no other planned trainings for the remainder of the year. *This is a repeat finding.* Participating in trainings would help improve the school nutrition program and address some of the repeat findings mentioned in this report. There are multiple, free online training opportunities that were emailed prior to the review.

A 2 hour per day food service employee runs the register for lunch. As a part time employee she is required to complete 4 hours of annual training. Topics such as identifying reimbursable meals and customer service would be applicable trainings to this position.

Although, there are no required training hours for non-food service employees, the staff responsible in other areas of the school nutrition program such as application approval and verification must be trained in those areas. The school staff who conducts the verification process would benefit from training on verification. The Child Nutrition office holds an annual in person training and webinar on verification.

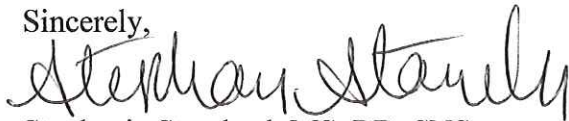
Breakfast Program- A breakfast program was started at Appleton Village School this school year. A grab and go set up is used and students pick up their breakfast in the cafeteria and go to the classroom to be checked off as having a meal. This system appeared to work well. The breakfast program has been a benefit to the students with one teacher noting the positive impact in her classroom.

Corrective Action- Corrective action is required as a result of this Administrative Review. The enclosed form outlines what is required. A detailed response and documentation of the corrective action must be returned to our office by the date specified, along with the enclosed form signed by the Superintendent.

Summary

There is still much work to be done for the Appleton School Nutrition Program to be in compliance with all program requirements. There were many repeat findings identified from the previous review. Many of these findings could have been addressed if training was completed and kept current.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Stambach".

Stephanie Stambach MS, RD, SNS
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Appleton Public Schools

Local Education Official: Diane Helprin

Instructions: Please submit a detailed response for each of the review findings listed below. Responses must be attached to this document 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

This review will remain open until this form has been signed and returned by the Local Education Agency Official, along with the requested documentation that the review finding(s) has been corrected. 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.

Finding 1 - Performance Standard 1: *Meal Access and Reimbursement*

One application error was found.

Corrective action: Notify the family of this change and submit a copy of the letter to the reviewer.

Date Due: March 29, 2019

Estimated Fiscal Action: None at this time

Finding 2 - Performance Standard 1: *Verification*

Verification process was not completed correctly for two applications.

Corrective action: Notify the families of the status change and submit a copy of the letters to the reviewer.

Date Due: March 29, 2019

Estimated Fiscal Action: None at this time

Finding 3 – Performance Standard 2: *Meal Pattern and Nutritional Quality*

Insufficient fruit and one non-whole grain item offered for breakfast.

Corrective action: Submit breakfast production records for the week of March 4, 2019.

Date Due: March 29, 2019

Estimated Fiscal Action: None at this time; however repeat findings in future reviews may result in fiscal action

Finding 4 – Performance Standard 2: *Meal Pattern and Nutritional Quality*

Non-whole grain rich taco shell offered for lunch (repeat finding).

Corrective action 1: Submit the nutrition facts and ingredients statement for the new, compliant product.

Corrective action 2: Submit lunch production records for the week of March 4, 2019.

Date Due: March 29, 2019

Estimated Fiscal Action: \$101.34

Finding 5 – Performance Standard 2: Meal Pattern and Nutritional Quality

Breakfast meal signage was not posted.

Corrective action: Submit photo once signage has been posted

Date Due: March 29, 2019

Estimated Fiscal Action: None at this time.

Finding 6 – General Program Compliance: Food Safety and Sanitation

Foot traffic in the kitchen (repeat finding).

Corrective action: Submit plan for how this will be addressed

Date Due: March 29, 2019

Estimated Fiscal Action: None at this time

Finding 7 – General Program Compliance: Training/Professional Standards

Training is not being completed and documented.

Corrective action: Provide detailed training plan for the Food Service Director and part time employee for the remainder of the school year to meet the required training hours. Please include topics and expected dates of completion.

Date Due: March 29, 2019

Estimated Fiscal Action: None at this time

Reviewer's Signature Stephan Stanley Date 2/27/19

You may be subject to a revisit if the error tolerance level was exceeded.

_____ 1st Review X Revisit

Date Mailed to School/Institution Official 2/28/19

Submit to: Maine Department of Education
Child Nutrition
136 State House Station
Augusta, ME 04333-0023

Signature of Local Education Agency Official

Title

Date