



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
ACTING COMMISSIONER

January 30, 2019

Carl Landry
Superintendent
RSU 55
137 South Hiram Road
Hiram, ME 04041

Dear Superintendent Landry:

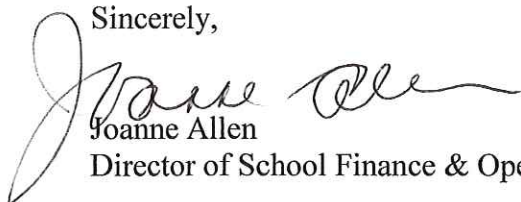
An Administrative Review of the RSU 55 Schools Nutrition Program was conducted on January 10, 2019.

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 1, 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 Sarah Platt at 624-6879 or email sarah.d.platt@maine.gov.

Sincerely,



Joanne Allen
Director of School Finance & Operations

JA/SP/pn

Enclosure

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: RSU/MSAD 55

Local Education Official: Carl Landry, Superintendent

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: Certification and Benefit Issuance – *One application incorrectly approved.*

Corrective Action: Corrected on-site

Estimated Fiscal Action: Less than \$75.00. Final amount will be calculated pending the release of the USDA fiscal action tool.

Finding 2 – Performance Standard 2: Meal Components and Quantities - *Menu documentation from the review period was incomplete for two lunch entrée choices and the breakfast program.*

Corrective Action: Submit documentation of how this has been corrected.

Date Due: March 1, 2019

Estimated Fiscal Action: None at this time.

Finding 3 – General: Resource Management - *Fresh Fruit & Vegetable Program financial details not reported correctly in the Monthly Claim for Reimbursement.*

Corrective Action: Submit documentation of how this has been corrected.

Date Due: March 1, 2019

Estimated Fiscal Action: None at this time.

Finding 4 – General: Resource Management - *Revenue from non-program food and beverage sales is reported to be less than the expenses.*

Corrective Action: Submit documentation of how this has been corrected.

Date Due: March 1, 2019

Estimated Fiscal Action: None at this time

Finding 5 – General: Smart Snacks – *One item at Sacopee Valley Middle School did not meet the beverage guidelines for the age/grade group of students.*

Corrective Action: Corrected on-site

Estimated Fiscal Action: None

Finding 6 - General: Afterschool Snack Program – *Potato chips offered during the review period were not compliant with the meal pattern requirements.*

Corrective Action: Submit documentation of how this has been corrected.

Date Due: March 1, 2019

Estimated Fiscal Action: Less than \$75.00. Final amount will be calculated pending the release of the USDA fiscal action tool.

Finding 7 - General: Afterschool Snack Program – *Incorrect meal counting procedure observed on the day of review.*

Corrective Action: Train all teachers responsible for completing meal counts for the afterschool snack program and submit documentation of training.

Corrective Action: Once training has been completed, conduct on-site reviews – one for each teacher responsible for recording meal counts - of the program to validate meal counts are taken correctly. Submit copies of the on-site review form.

Date Due: March 1, 2019

Estimated Fiscal Action: None at this time.

Reviewer's Signature Sarah Pratt Date 1/30/19

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

1st Review Revisit

Date Mailed to School/Institution Official 1/31/19

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

Superintendent

Signature of Local Education Agency Official

Title

Date

**Administrative Review Report
RSU 55 School Nutrition Program
January 10, 2019**

Introduction

The RSU55 School Nutrition Program was reviewed. Sacopee Valley Middle School was selected to represent the district based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures.

Performance Standard 1: Meal Access and Reimbursement

Certification and Benefit Issuance- Eligibility documentation was reviewed for 280 students. One application was incomplete but was approved for Free meal benefits. The names of all members of the household must be listed on the application for it to be considered complete for processing. The missing information was received from the household and it was determined they were not eligible for Free meal benefits. The family was notified of the error and it was corrected immediately.

Verification- No findings.

Meal Counting and Claiming- No findings.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- Recipes and production records are used to document meal pattern requirements are met and therefore must include all meal components offered. For the review month at Sacopee Valley Middle School, neither the production record or the recipe reflected all the components offered with the 'Daily Salad' and 'Chips & Salsa' meals. Breakfast production records were incomplete as well.

Resource Management

The December 2018 Claim for Reimbursement was selected for review. The Fresh Fruit and Vegetable Program expenditures were not included in the disbursements or income section on the district financials. Technical assistance was provided to report FFVP revenues and expenses under the district financials as well as under the FFVP details when completing the monthly claim for reimbursement. This is a repeat finding from the 2012 and 2016 reviews.

Technical assistance was provided on completing the financial details on the monthly claim for reimbursement. The school nutrition program and business office must make sure revenues and expenses are being recorded properly on the claim and reconcile the cashbook balance monthly. The cashbook balance as reported in NEO is not reconciled with the district's financial information. This is a repeat finding.

Revenue from foods and beverages sold outside of the reimbursable meal program was evaluated. Reports in NEO indicate that the sale of non-program foods is resulting in a loss. The

formulas used to determine food labor and other costs for non-program foods needs to be reassessed and compared to the revenue received so as not to result in a loss.

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO. Town support in the amount of \$45,000 is not included in our comparison of expenses to revenue below:

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	43%
Percentage of Labor to Total Revenue	50-55%	48.01%
Percentage of Other to Revenue	<u>5-10%</u>	<u>5.68%</u>
	100%	96.69%

General Program Compliance

Reports and Record Keeping- Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required.

Smart Snacks Competitive Foods Rule- At Sacopee Valley Middle School, one product, a 11.5-ounce juice, was found to be non-compliant with Smart Snack beverage guidelines for the grade grouping. This was corrected immediately by removing the product and will be transferred to the high school where it is compliant with the Smart Snack guidelines for high schools. This finding was corrected on-site.

Food Safety and Sanitation- Health Inspection reports were displayed for public view. A sample meal was available. Written food safety Standard Operating Procedures (SOP) were on file. No findings.

Training/Professional Standards- Program staff are on track for meeting their required hours for annual training. No findings.

After School Snack Program- Potato chips were served as part of the afterschool snack program, however potato chips are not a food component. Therefore, 56 meals are not eligible for afterschool snack reimbursement.

During the on-site review, two snacks were counted for reimbursement even though they did not contain both required meal components. Technical assistance was provided to the teacher. Samantha Wedgewood, Food Service Director will follow-up with additional teachers who oversee the program to make sure they are trained on how to record snacks accurately for reimbursement. Corrective action is required with this finding.

Corrective Action- Corrective action is required with 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

Samantha Wedgewood is in her first year as Director of the RSU 55 School Nutrition Program. Overall, the program is running well. Quality meals are offered to students and staff delivered great customer service. With numerous regulations and guidelines pertaining to school nutrition programs, ongoing training is recommended to help get Ms. Wedgewood up to speed. We appreciate the time and effort provided throughout the review process.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Platt". The signature is written in black ink and is positioned above the printed name.

Sarah D. Platt, RD, SNS
Child Nutrition Consultant