



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 10, 2023

Scott Porter
Superintendent
Jonesboro Public Schools
291 Court Street
Machias, ME 04654

Dear Superintendent Porter:

The Jonesboro Public Schools Nutrition Program was reviewed on March 23, 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.do/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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/DH/pn

SNP Administrative Review Findings

Jonesboro Public Schools (237)

Program Year 2023

Jonesboro Public Schools (237)

291 Court Street
Machias, ME 04654

Food Service Contact

Stacy Gardner
Food Service Director
(207) 434-2602

Executive Contact

Scott Porter
Superintendent
(207) 255-6585

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

Commendations

- * Stacy Gardiner does a very good job serving her customers healthy nutritious meals. Her customers enjoy visiting the cafeteria to have a healthy nutritious meal.

Certification and Benefit Issuance - Jonesboro Public Schools (237)

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

Finding 9017: The application approval process is not implemented correctly.

Based on the selected students, eligibility determination errors were found, as listed on the SFA-1.

Corrective Action:

Applications were approved missing an SSN, indicating Maine Care, and the math from different pay periods was not completed correctly. All the errors were discussed with the Approving Official. Copies of letters being sent home to families about the change in status will be submitted to the reviewer. This has been completed.

It was suggested the Application Approval webinar on the Child Nutrition web site be reviewed prior to beginning next year's approval of applications.

134. Direct Certification matches performed according to required timeframes?

Finding 9025: The SFA does not perform direct certification matches with the State agency according to regulations.

Corrective Action:

The Direct Certification list must be viewed/downloaded at least 3 times each school year. Currently this is only being done at the beginning of each school year. A plan must be implemented for schools to have access to an updated DC list three times each school year.

Submit to the reviewer the plan to be implemented to accomplish this task.

Verification - Jonesboro Public Schools (237)

213. SFA notice of adverse action - required information, appeal rights?

Finding 9000: Other Finding

The initial letter sent was not addressed to the family. No copies of the second attempt or final closing letters was kept. Copies of all correspondence to families involved in the verification process must be kept.

Technical Assistance:

This was explained to the verification official. It was suggested they watch the Verification webinar on the Child Nutrition web page.

SNP Administrative Review Findings

Jonesboro Public Schools (237)

Program Year 2023

General Program Compliance - Jonesboro Public Schools (237)

1403. *Did any review of agricultural food components indicate violations of the <i>Buy American</i> provision?*

Finding 9000: Other Finding

National Child Nutrition program requires all foods purchase for use to meet the meal pattern meet the Buy American Provision. All items, with few exceptions, must be grow and process in America. Pears were observed in the storage room that did not meet the Buy American Provision.

Technical Assistance:

The Buy American provision was explained to the kitchen manager and will be more closely monitored.

SNP Administrative Review Findings

Jonesboro Public Schools (237)

Program Year 2023

Jonesboro Elementary School (238) Food Service Contact
291 Court Street
Machias, ME 04654

Month of Review: February 2023

Meal Components & Quantities - Jonesboro Elementary School (238)

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable.

Target of meat/meat alternate for the week was not meet. For grades K-6 the weekly requirement is 8 ounces. For grades 6-8 the weekly requirement is 9 ounces. The total meat/meat alternates offered of the week for both grade groups was 7.5 ounces.

Corrective Action:

For the week of April 10, 20/23 submit to the reviewer completed production records and recipes or CN labels to determine of the meat/meat alternate requirement is being meet.

Submit the requested documents by May 21, 2023

Technical Assistance:

The school was provided technical assistance during the on-site visit.