



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

January 10, 2022

Travis Works  
Executive Director  
Community Regional Charter School  
48 South Factory Street  
Skowhegan, ME 04976

Dear Superintendent Works:

The CRCS Nutrition Program was reviewed on December 10, 2021 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.

CRCS has been reviewed three years consecutively with some of the same findings. DOE Child Nutrition policy and USDA guidance requires Maine notify USDA Northeast Regional Office when we have this situation.

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 Stephanie Stambach at 215-9437 or email [stephanie.stambach@maine.gov](mailto:stephanie.stambach@maine.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley", with a long, sweeping horizontal stroke extending to the right.

Walter Beesley  
Child Nutrition Director

WB/SS/pp

Enclosure



Follow Up Findings

Community Regional Charter School (1510)

Program Year 2022

Community Regional Charter School (1510)  
48 South Factory Street  
Cornville, ME 04976

Food Service Contact  
Jill Alves  
Business Manager  
(207) 474-8740

Executive Contact  
Travis Works  
Executive Director  
(207) 474-8740

No. of Sites / Reviewed: 3 / 1  
Month of Review: November 2021

Introduction

- \* Community Regional Charter School has had multiple repeat findings each year, since the school was reviewed in School Year 2019. Staff turnover has been a perpetuating factor. To avoid future review findings and additional fiscal action, the school nutrition program needs to be prioritized. A designated, trained staff person is needed to oversee and sustain the school nutrition program. This would help address current issues and prevent future findings.
- \* Due to staff turnover, the Food Service contact information must be updated in the CNP web system, including emergency contact information in cases of a USDA food recall.

Technical Assistance

- \* Based on a review of lunch production records and supporting documentation, insufficient "other" vegetable was offered at the Dimensions Program. The required offering is 1/2 cup over the week. Milk types were also not documented on the production record.
- \* There were lunch options at Overman Academy that did not meet the required daily 2-ounce grain and 2-ounce meat/meat alternate offering for grades 9-12. This included the tofu tacos, whole grain wrap and apple cinnamon bread.
- \* A Triennial Assessment of the Local Wellness policy is required every three years. A sample assessment form can be found on our website. If the triennial assessment has not yet been completed, the deadline is June 2022.
- \* Allowable milk substitutes must have the same nutrient profile as cow's milk. Almond milk was offered as another milk option and, while popular, is not an allowable milk substitute for breakfast and lunch. A special dietary needs quick guide was provided for what to look for on the nutrition facts label.

Verification - Community Regional Charter School (1510)

209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?

**Finding 9039: Applications not properly selected for verification. \*Repeat Finding**

The applications selected for verification were not appropriately selected for the sample size option used. Applications were selected at random when the Error Prone method should have been used, or applications within \$100 of the monthly income guidelines for free and reduced-price meals.

**Corrective Action:**

Submit a detailed plan of what method will be used for verification in SY 2023.

The verification official for SY 2023 will need to complete verification training. Please notify the reviewer once complete.

**Corrective action due: October 1, 2022 (review will remain open until completed)**

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

**Finding 9045: SFA's notice of adverse action did not contain all required information.**

The SFA's notice of adverse action as a result of Verification did not contain all the required information, including hearing official contact information.

**Corrective Action:**

Revise verification notification letter to include the hearing official contact information. Submit a copy to the reviewer.

**Follow Up Findings**  
*Program Year 2022***Community Regional Charter School (1510)****Corrective action due: February 11, 2022***215. SFA complete verification by Nov 15 or request extension?***Finding 9000: Verification report was not completed on time**

The verification report for SY 2022 was not completed by November 15, which is a federal requirement. Community Regional Charter School also did not request an extension from DOE- Child Nutrition.

**Corrective Action:**

Submit a plan and the steps taken to ensure the verification report will be completed on time in SY 2023. Include who will submit the report.

**Corrective action due: February 11, 2022****General Program Compliance - Community Regional Charter School (1510)***808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?***Finding 9000: Civil rights training was not documented properly**

Documentation to support civil rights training did not include staff signatures, which is required.

**Corrective Action:**

Submit documentation of training with signatures of all staff in attendance. Travis Works, who will be the interim food service contact, will also need to complete civil rights training.

**Corrective action due: February 11, 2022***810. Non-discrimination on appropriate Program materials?***Finding 9000: Incorrect non-discrimination statement on menu \*Repeat Finding**

An incorrect short non-discrimination statement was found on the menu.

**Corrective Action:**

Replace with the correct statement and send a copy of the menu to the reviewer.

**Corrective action due: February 11, 2022***1400. Food safety plan – contain required elements, copy available at each school?***Finding 9000: Standard Operating Procedures (SOP's) not available**

Written Standard Operating Procedures (SOP's) were not available for review, as required. Each kitchen must have a copy available to ensure proper food safety procedures are documented and followed.

**Corrective Action:**

As requested as part of the review, sample SOP's must be sent to the reviewer, including:

1. Personal Hygiene
2. Cleaning and Sanitizing Food Contact Surfaces
3. Using and Calibrating Thermometers
4. Washing Hands

**Follow Up Findings****Community Regional Charter School (1510)****Program Year 2022**

5. Hot and Cold Holding for Time/Temperature Control of Safety Foods
6. Any new SOP's developed as a result of COVID 19.

**Corrective action due: February 11, 2022**

**Meal Components & Quantities- Community Regional Charter School (1510)****Finding 9000: Breakfast production records showed that the meal pattern, including milk variety, was not met for the Review Period \*Repeat Finding**

The following breakfast meal pattern findings were found:

- Two types of milk were not documented on the production records (repeat finding)
- Weekly grain offering was not met
- Daily 1 cup fruit offering not met

Fiscal action must be assessed for repeat meal pattern findings. An estimate of fiscal action was assessed for all breakfast meals claimed in November 2021 (see estimate below).

**Corrective Action:**

1. Requested documentation to determine meal pattern compliance was not received. Please submit breakfast nutrition facts and ingredients labels for the week of November 1-5, 2021 to the reviewer.
2. Train appropriate staff on the breakfast meal pattern. Submit a sign in sheet with signatures and date to the reviewer. Indicate which training was used.
3. Train appropriate staff on how to complete breakfast production records. Submit a sign in sheet with signatures and date to the reviewer. Indicate which training was used.
4. Submit breakfast production records for the Dimensions Program for January 24-28, 2022 to the reviewer.

**Corrective action due: February 28, 2022**

**Estimated Fiscal Action: \$2,516.58**

Sincerely,

Stephanie Stambach MS, RD, SNS  
Child Nutrition Consultant  
[stephanie.stambach@maine.gov](mailto:stephanie.stambach@maine.gov)  
207-215-9437