



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 5, 2022

Kevin Jordan
Superintendent
Harmony Public Schools
175 Fern Road, Ste 1
Dexter, ME 04930

Dear Superintendent Jordan:

The Harmony Public Schools Nutrition Program was reviewed in January 2022 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

The enclosed Official Notification of Administrative 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 must 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 Michele Bisbee at 592-6076 or email michele.bisbee@maine.gov.

Sincerely,

DocuSigned by:

Walter Beesley

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Walter Beesley

Child Nutrition Director

WB/MB/pp

Enclosure

SNP Administrative Review Findings**Harmony Public Schools (217)****Program Year 2022****Harmony Public Schools (217)**

175 Fern Rd Suite 1
Dexter, ME 04930

Food Service Contact

Mrs. Ashley Lord-Sinclair
Food Service Director
(207) 683-2211

Executive Contact

Mr. Kevin T Jordan
Superintendent
(207) 924-6000

No. of Sites / Reviewed: 1 / 1

Month of Review: January 2022

General Program Compliance - Harmony Public Schools (217)*810. Non-discrimination on appropriate Program materials?***Finding 9000: Other Finding**

The short statement is approved for use on program menus. The short statement cannot be edited and must read "This institution is an equal opportunity provider".

Corrective Action:

Harmony Schools will need to edit their menus to have the correct short statement on them. An updated menu will need to be provided to the reviewer.

Corrective Action Due: June 10, 2022

*1400. Food safety plan – contain required elements, copy available at each school?***Finding 9143: A copy of the written food safety plan is not available at each school.**

SOP's were not available at Harmony Elementary School. These are required documents to have and maintain.

Corrective Action:

Ashley will need to begin to build her SOP binder. Six SOPs will need to be uploaded into CnpWeb for the reviewer to verify this is being completed.

Technical Assistance:

Technical assistance was provided to Ashley in regards to where to find SOPs and how to customize them. It was also discussed how they should be used as part of any training that is provided to substitutes or staff members that may be assisting within the program.

Corrective Action Due: June 10, 2022

SNP Administrative Review Findings

Harmony Public Schools (217)

*Program Year 2022***Harmony Elementary (218)****Food Service Contact**175 Fern Rd Suite 1
Dexter, ME 04930

Month of Review: January 2022

Date of Onsite Review: May 3, 2022

Meal Components & Quantities - Harmony Elementary (218)

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?
Enter data.

Finding 9000: Other Finding

Production Records had not been kept. Reviewing the planned menu reflected compliance with the meal pattern.

Corrective Action:

Production Records from the week of May 9th will be submitted to the reviewer. The director has already completed the required production records training and the certificate has been verified by the reviewer.

Technical Assistance:

Technical assistance was provided on site. A review of how to properly complete production records and how to simplify the records to make keeping the paperwork efficient and useful took place and the director was very grateful for the explanation.

Corrective Action Due: May 20, 2022**Additional Notes:****Claims for Reimbursement**

Maine DOE Child Nutrition policy & procedures requires that meal counts claimed for reimbursement be validated for the Review Month as well as a second month selected at random. The November 2021 and January 2022 Claims for Reimbursement were reviewed.

Local Wellness Policy Triennial Assessment

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 2023.

Michele Bisbee
Child Nutrition Consultant
Michele.bisbee@maine.gov
207-592-6076