



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 3, 2022

Kate Clark
Superintendent
Hope
444 Camden Road
Hope, ME 04847

Dear Superintendent Clark:

The Hope Nutrition Program was reviewed in December 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.

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.doefiles/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.

Sincerely,

DocuSigned by:
Walter Beesley
1BDE853D88744C7...

Walter Beesley
Child Nutrition Director

WB/SS/pp

Enclosure

SNP Administrative Review Findings**Hope Public Schools (225)****Program Year 2022****Hope Public Schools (225)**444 Camden Road
Hope, ME 04847**Food Service Contact**Molly Cole
Food Service Clerk
(207) 785-4081**Executive Contact**Kate Clark
Superintendent
(207) 763-3818No. of Sites / Reviewed: 1 / 1
Month of Review: December 2021**Commendations**

- * Thank you to Billie Jean Steere, Molly Cole, and Angela Wheaton for providing all of the information needed to complete the Administrative Review both on and off-site. We appreciate the assistance with completing this review. Billie Jean is a new manager and is motivated to learn the requirements of school nutrition programs. Thank you for all of your efforts to feed students during this challenging year!

Technical Assistance

- * An incorrect civil rights statement was found on the menu. The statement must be changed to "this institution is an equal opportunity provider".
- * According to the off-site questionnaire, the mixed fruit cup is a product of Thailand. To the maximum extent practicable, all products purchased in the school nutrition program must be a U.S. product. One exception being the cost of the U.S. product is significantly higher than the non-domestic product with documentation to support. Due to COVID-19 and issues with product availability this will not be a finding for School Year 2022.

*This is the first year that Pre-K has participated in breakfast and lunch. Based on a USDA flexibility, a single meal pattern can be used to plan meals if Pre-K is served in the same service area and at the same time as other grades (defined as "comingled"). During a typical year they would meet this definition of comingled. If the lunch schedule changes and Pre-K is served as a distinct group and not with other grades, the Child and Adult Care Food Program (CACFP) meal pattern must be used for Pre-K meals. The comingled flexibility addresses the challenge of using two meal patterns when Pre-K is mixed with other grades.
- * A menu review was conducted for a week in December 2021, despite not having production records to review. The following meal pattern errors were found:
 - Insufficient grain at breakfast (smoothies)
 - Weekly fruit juice exceeded for breakfast (> 50% of the fruit offerings in the form of juice)
 - Insufficient vegetable & vegetable subgroups not met for lunch
 - Non- whole grain rich items offered at lunch
- * Standardized recipes are not being used for scratch made items. The benefit of using standardized recipes is they provide consistent yield, ingredients, and meal pattern information each time. Angela Wheaton offered to share her standardized recipes. This will greatly streamline operations for the kitchen.
- * 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.

Verification - Hope Public Schools (225)*215. SFA complete verification by Nov 15 or request extension?***Finding 9000: Verification report was submitted late**

The verification report was not submitted to the State Agency on time, or by December 20th, and an extension was not requested. It was noted that the verification process started on November 29. Technical assistance was provided that it can start as early as October 1 to ensure the report is submitted on time.

SNP Administrative Review Findings**Hope Public Schools (225)****Program Year 2022****Corrective Action:**

Submit plan to the reviewer for steps that will be taken to ensure the report is submitted on time in the future.

Corrective Action Due: April 8, 2022**Hope Elementary School (226)**

444 Camden Road
Hope, ME 04847

Month of Review: December 2021

Date of Onsite Review: February 2, 2022

Meal Components & Quantities - Hope Elementary School (226)

401. DOR - meals selected by students contain all required components/quantities? Enter data.

Finding 9000: Student lunches did not contain 1/2 cup fruit or vegetable serving

During lunch observation in the cafeteria, it was not noted that some students did not take a 1/2 cup fruit or vegetable, which is required for a reimbursable meal. If students do not take a fruit or vegetable, then the meal cannot be claimed for reimbursement.

Corrective Action:

Submit plan to reviewer for what corrective action will be taken for students that do not take the fruit/vegetable serving.

Corrective Action Due: April 8, 2022**Finding 9000: Juice is offered in competition with milk**

The meal sign up form used for breakfast and lunch includes juice as a drink option. Fluid milk is its own meal component and juice cannot be offered as an alternative selection to milk. Juice is also not an appropriate substitute for milk for students with food allergies and intolerances. Juice can be offered with a meal; however, it must count towards the fruit component and cannot compete with milk.

Corrective Action:

Submit updated meal sign up form to reviewer, showing that juice has been removed.

Corrective Action Due: April 8, 2022

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

Finding 9000: Production records were not maintained for breakfast and lunch

Production records were not available for review for breakfast and lunch. These are a federal requirement to ensure that the meals served meet meal pattern requirements. A template form was provided by Angela Wheaton that could be used in the future.

Corrective Action:

Submit production records for breakfast and lunch for the week of March 21-25, 2022.

Corrective Action Due: April 8, 2022

SNP Administrative Review Findings
Program Year 2022

Hope Public Schools (225)

Other Federal Programs - Hope Elementary School (226)*1820. Accurate count at POS on each meal service line?***Finding 9000: Meals are not being counted at the point of service**

Currently, meal counts are based on classroom signup sheets for breakfast and lunch. This is not an allowable method for accountability. According to federal regulations, meals must be counted at the point of service, or when a student receives a meal.

A USDA resource was provided to Angela Wheaton on tips to maintain integrity when meals are served outside of the cafeteria. This may provide some ideas for meal counting.

Corrective Action:

Submit plan to reviewer for new method that will be used to accurately count meals. If meal counts remain in the classroom, submit documentation of training for teachers responsible as well as a monitoring plan to ensure meal counts are being completed correctly.

Corrective Action Due: April 8, 2022*1824. Validate site/SFA counts by meal type for review period. Enter data***Finding 9000: Meal counting errors found with December and November claims**

The reviewer's counts were compared to the school's counts for the month of December 2021 (review period) and November 2021 (2nd month selected for review). In December, eight lunches were underclaimed (\$34.54), and in November, two breakfasts and 14 lunches were overclaimed (\$4.92 and \$60.45 respectively). Currently, there is a twostep process to compile meal counts. A spreadsheet is used to compile the daily meal count and then they are transferred to a paper calendar and manually totaled for the month. Because this process involves transferring numbers there is greater potential for error. It is recommended to just maintain the spreadsheet and omit the calendar.

Meal counts by classroom for December were also compared to daily meal counts. These counts could not be validated.

Corrective Action:

Submit plan to reviewer on new system that will be used for compiling meal counts for the monthly claim for reimbursement.

Corrective Action Due: April 8, 2022**Estimated Fiscal Action: \$65.37**

Sincerely,

Stephanie Stambach MS, RD, SNS
Child Nutrition Supervisor
stephanie.stambach@maine.gov
207-215-9437



SNP Administrative Review Findings
Program Year 2022

Hope Public Schools (225)