



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 27, 2022

Andree Carlton
Superintendent
RSU 4
971 Gardiner Rd.
Wales, ME 04280

Dear Superintendent Carlton:

The RSU 4 Nutrition Program was reviewed in March 2022 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.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.

Sincerely,



Walter Beesley
Child Nutrition Director

WB/SS/pp

Enclosure

SNP Administrative Review Findings

RSU 04 (1446)

Program Year 2022

RSU 04 (1446)
971 Gardiner Road
Wales, ME 04280

Food Service Contact
Mr. Scott D Eldridge
Business Manager
(207) 375-4273

Executive Contact
Mr. Andrew D Carlton
Superintendent
(207) 375-4273

No. of Sites / Reviewed: 5 / 1
Month of Review: March 2022

Commendations

- * Thank you to Kathy Martin and Jody Fournier for providing the information needed to complete the Administrative Review Off-Site. We appreciate the assistance with completing this review. Thank you for all of your efforts to feed students during this challenging year!
- * Well organized information was submitted for the review. This made for a smoother review process and was much appreciated.
- * The menu review showed no meal pattern errors with the breakfast program at Libby- Tozier School. Keep up the great work!

Technical Assistance

- * A menu review was conducted for one week in March 2022 for Libby- Tozier School to determine if meal pattern requirements were met for grades Pre-K-2. The following meal pattern errors were found with lunch:

Lunch:

- Insufficient daily vegetable offered x 2 days
- Weekly starchy vegetable not met
- One non-whole grain rich item (sliced bread)
- Meat/meat alternate could not be determined for the breakfast for lunch meal, as the sausage did not contain a Child Nutrition (CN) label. All processed meat products must have a CN label to determine the amount of meat/meat alternate it contains.

Technical assistance was provided that leafy greens, such as spinach and lettuce, credit at half the volume given. For example, 1 cup of lettuce= 1/2 cup vegetable, according to USDA meal pattern standards.

- * An incorrect short non-discrimination statement was found on the menu. It has since been corrected and no further action is needed.
- * A Triennial Assessment of the Local Wellness policy is required every three years. A sample assessment form can be found on our website. The deadline to complete the assessment is June 2023.

Meal Counting & Claiming - RSU 04 (1446)

314. SFA following approved SFA-SA agreement?

Finding 9049: SFA not following the approved SFA-SA Agreement and/or Application.

The SFA is not following the accountability/point of service procedures as stated on their approved SFA Sponsor Application. Carrie Ricker School, Libby- Tozier School and Sabattus Primary School all state that an electronic point of service system is used for meal counting when they are using a manual system (i.e., tic sheets).

Corrective Action:

Update the Site information Sheets in CNP Web for the elementary schools to reflect the actual accountability method used. Notify the reviewer via email.

Corrective Action Due: June 15, 2022

SNP Administrative Review Findings

RSU 04 (1446)

Program Year 2022

316. SA validated meal counts – school level meal counts consolidated correctly? Enter data.

Finding 9000: Meal counting errors found with October 2021 and March 2022 claims

Maine DOE Child Nutrition policy & procedures requires that meal counts claimed for reimbursement be validated for the Review Month (March 2022) as well as a second month selected at random (October 2021). The following errors were found:

October 2021 Claim:

Carrie Ricker School overclaimed 54 breakfasts (\$132.84). This was due to an input error; 2,160 breakfasts were claimed when it should have been 2,106.

March 2022 Claim:

Oak Hill Middle School overclaimed 9 breakfasts (\$22.14) and 46 lunches (\$198.61) for a total of \$220.75. This was due to a combination of math errors and for lunch there were 26 adult and non-reimbursable meals included in the meal count.

Corrective Action: Submit a detailed plan and the steps taken, to prevent future claiming errors. Upload response into CNPWeb - E-reviews - Corrective Action Responses.

Corrective Action Due: June 15, 2022

Estimated Fiscal Action: \$132.84 (October 2021); \$220.75 (March 2022)

General Program Compliance - RSU 04 (1446)

808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?

Finding 9000: Approving officer did not complete school nutrition civil rights training

Vicky Heins, approving officer, did not complete civil rights training, specific to school nutrition programs. All staff with responsibilities in the school nutrition program, including application approval, must complete annual civil rights training.

Corrective Action:

Complete Child Nutrition civil rights training and upload documentation of training, including signature and date into CNPWeb - E-reviews - Corrective Action Responses.

Corrective Action Due: June 15, 2022

Sincerely,

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