



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 15, 2024

Robert Kahler
Superintendent
Boothbay-Boothbay Harbor CSD
51 Emery Lane
Boothbay Harbor, ME 04538

Dear Superintendent Kahler:

The Boothbay-Boothbay Harbor CSD Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On January 31, 2204 Sarah Platt reviewed Boothbay Region Elementary School. An exit conference with Heidi Stevens occurred on February 15, 2024.

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 by the deadline(s) listed. 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

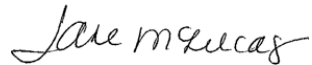
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 Sarah Platt at 592-2410 or email sarah.d.platt@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/SP/pn



SNP Administrative Review Findings

Boothbay-Boothbay Hbr CSD (1031)

Program Year 2024

Boothbay-Boothbay Hbr CSD (1031)

51 Emery Lane
Boothbay Harbor, ME 04538

Food Service Contact

Heidi Stevens
Food Service Director
(207) 633-7131

Executive Contact

Mr. Robert Kahler
Superintendent
(207) 633-2874

No. of Sites / Reviewed: 2 / 1
Month of Review: December 2023

Commendations & Notes

* The on-site review of the Boothbay Regional CSD School Nutrition Program took place at Boothbay Region Elementary School. The program operates a "grab-and-go" breakfast service which is a great way to make sure students have easy access to nutritious food at the start of their school day. At lunch time, the salad bar had a nice variety of colorful fresh fruit and vegetable choices. Heidi Stevens is relatively new to her position of School Nutrition Director and is eager to learn the complexities of this program. She will be attending New Director Bootcamp in February 2024 which is geared for new school nutrition directors and should be helpful as she continues to learn. The time and effort put into the review process is appreciated. Thank you.

Boothbay Harbor CSD is operating under Special Provision 2. In the base year, SY2023, meal benefit applications were collected. For the next three years, through SY2026, no meal benefit applications are to be collected.

Resource Management Comprehensive Review - Boothbay-Boothbay Hbr CSD (1031)

753. Internal Controls

Finding 9000: Oversight of School Nutrition Financial Transactions is Needed

Internal controls to maintain effective oversight over federal funds is needed. The Food Service Director needs to review the Food Service Detail General Ledger on a regular basis to ensure only allowable costs are paid from the account and school nutrition revenues are credited.

Corrective Action:

Describe what internal controls have been established to maintain proper oversight of the federal school nutrition financial account.

Submit corrective action documentation in CNPweb - E-reviews - Corrective Action Responses by 3/18/2024.

Date Due: 3/18/2024

General Program Compliance - Boothbay-Boothbay Hbr CSD (1031)

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?

Finding 9000: Required Training Hours

School nutrition program staff are required to complete required training hours each year. There are three staff who have not started training for SY2024.

Corrective Action:

Develop a plan of action for how the required training hours will be met prior to the end of the school year. Training must be related to job duties.

Submit corrective action documentation in CNPweb - E-reviews - Corrective Action Responses by 3/18/2024.

Date Due: 3/18/2024

SNP Administrative Review Findings
Program Year 2024

Boothbay-Boothbay Hbr CSD (1031)

Boothbay Region Elem School (1033)

51 Emery Lane
Boothbay Harbor, ME 04538

Month of Review: December 2023

Meal Components & Quantities - Boothbay Region Elem School (1033)

403. DOR - two varieties of milk available, allowable substitutions? Enter data.

Finding 9054: Milk substitutions on Day of Review not allowable.

Milk substitutions made on the Day of Review were not allowable per 7CFR 210.10.

Corrective Action:

Provide an allowable milk substitution.

Submit corrective action documentation in CNPweb - E-reviews - Corrective Action Responses by 3/18/2024.

Date Due: 3/18/2024

Technical Assistance:

Milk substitutions may be provided when the request is made in writing by the parent/guardian and the substitution provided is nutritionally equivalent to cow's milk. If the substitution request is due to a disability which affects the diet and a nutritionally equivalent substitution is not acceptable, a medical statement may be completed by a licensed physician specifying an acceptable equivalent.

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 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. Weekly quantity of Meat/Meat alternate was not met with the alternate choice (nut butter & jelly sandwich).

Corrective Action:

Submit 1 week (5 consecutive days) of menu & production records demonstrating compliance with meal pattern requirements.

Submit corrective action documentation in CNPweb - E-reviews - Corrective Action Responses by 3/18/2024.

Date Due: 3/18/2024

Technical Assistance:

Menus are planned by the kitchen manager. It is recommended that the Food Service Director oversee this process to ensure items in inventory are being utilized and that the meal pattern is being met. Technical assistance during the on-site visit.