



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 30, 2024

Nancy Naimey
Principal
St. James School
25 Graham Street
Biddeford, ME 04005

Dear Ms. Naimey:

The St. James School Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On January 11, 2024 Sarah Platt reviewed St. James School. An exit conference with you, Yvette Tremblay and Daniel Vilemaire occurred on January 11, 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

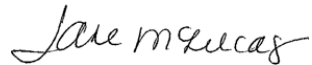
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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

St James School (C1119)

Program Year 2024

St James School (C1119)

25 Graham St.
Biddeford, ME 04005

Food Service Contact

Ms. Yvette J Tremblay
Food Service Director
(207) 282-4084

Executive Contact

Mrs. Nancy Naimey
Principal
(207) 282-4084

No. of Sites / Reviewed: 1 / 1
Month of Review: November 2023

Commendations

* I appreciate the time and effort provided by Yvette Tremblay throughout the review process. The St. James School Nutrition Program provides quality meal choices, including an extensive salad bar, and staff are very attentive and caring towards the students. Repeat findings in the two highest priority areas - meal counting & claiming for reimbursement and meal pattern compliance were found to have not been resolved from the prior review. This indicates that the program needs stronger oversight. With training and program oversight, I feel confident that these issues will be resolved.

Verification - St James School (C1119)

215. SFA complete verification by Nov 15 or request extension?

Finding 9000: Verification

When the household selected for verification did not respond to the request for verification, eligibility should have been terminated in 10 days and the household notified. This did not happen.

Corrective Action:

Change the eligibility of the student selected for verification from R to P.
Send the eligibility change notification to the household using the template on our website.

Submit documentation of the eligibility change and a copy of the letter sent to the household in CNPweb -> E-reviews -> Corrective Action Responses by 3/8/2024.

Date Due: 3/8/2024

General Program Compliance - St James School (C1119)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 9000: Wellness Policy Technical Assistance

Technical Assistance:

Technical assistance was provided during the exit conference on ways to strengthen the wellness policy. A checklist of requirements is on our website called "Does Your Wellness Policy Measure Up?".



SNP Administrative Review Findings

St James School (C1119)

Program Year 2024

St James School (1120)

25 Graham St.
25 Graham St.
Biddeford, ME 04005

Month of Review: November 2023
Date of Onsite Review: January 11, 2024

Meal Counting & Claiming - St James School (1120)

325. Review Period meal counts by category correctly used in the claim? Enter data.

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement. *Repeat Finding

The SFA's claim for reimbursement for October, November, and December 2023 does not match the State agency's validated meal counts. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed. This is a repeat finding from the 2019 Administrative Review. A total of 1,621 meals were overclaimed.

Estimated fiscal action: \$832.46

Corrective Action:

1) Revise the October, November and December 2023 claim for reimbursement as follows:

October 2023

34 Free
17 Reduced
1520 Paid
18 operating days

November 2023

34 Free
17 Reduced
1504 Paid
18 operating days

December 2023

26 Free
0 Reduced
1315 Paid
15 operating days

2) Revise the meal counting document to reduce the risk of incorrect meal counts such as including adult meals. Upload a copy of the revised form in CNPweb - E-reviews - Corrective Action Responses by 3/8/2024.

3) Moving forward, monthly meal counts must be validated and signed by two people before being submitted for reimbursement. Develop a written procedure of how this process will work including the people who will be responsible for validating the claims. Upload a copy of the procedure in CNPweb - E-reviews - Corrective Action Responses by 3/8/2024.

4) The January - June 2024 meal counts by day must be submitted to the reviewer for validation before the claims will be paid. This may be done by emailing the daily counts and the monthly consolidated form to sarah.d.platt@maine.gov after each month.

Date Due: Items 1-3 are due by 3/8/2024. Item 4 must be submitted and reviewed before future claims will be paid.

Meal Components & Quantities - St James School (1120)

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Additional items from the Meat/Meat Alternate (M/MA) component are needed for 'Wacky Noodle Wednesday' as all five meal components must be offered with all meal choices. There was no M/MA offered with the pasta & alfredo sauce and the pasta with tomato sauce. Reimbursement will be reclaimed for these meals.

The Meat/Meat Alternate component was not offered on Friday 11/17. TA was provided to Yvette Tremblay that bacon does not credit as a M/MA. Some turkey bacon may be credited if there is a CN label. The product offered did not have a CN label. Reimbursement will be reclaimed for these meals.

For most days, production records do not support the offering and serving of reimbursable meals. Serving sizes, amounts prepared, served, and leftovers are not listed for most of the items making it difficult to determine meal pattern compliance.

The sandwich bread offered was not Whole Grain Rich and was not in sufficient portion size to comply with the weekly grain requirement.

Estimated fiscal action: \$94.57

Corrective Action:

Training is needed on crediting meal components and completing production records. All staff who plan the menu and complete production records must watch training on these topics and upload documentation in CNPweb -> E-reviews -> Corrective Action Responses by 3/8/2024.

After completing training, upload a week of completed production records and supporting documentation (recipes, product labels, and Child Nutrition (CN) labels if applicable) in CNPweb -> E-reviews -> Corrective Action Responses by 3/8/2024.

Date Due: 3/8/2024

Technical Assistance:

The school was provided technical assistance during the pre-review phone call and the on-site visit.