



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 21, 2024

Gregg Palmer
Superintendent
Brewer Public Schools
261 Center Street
Brewer, ME 04412

Dear Superintendent Palmer:

The Brewer Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 8, 2024 Sarah Platt reviewed Brewer Community School. An exit conference with Casey Thibodeau occurred on February 8, 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

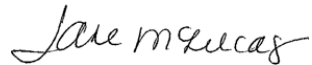
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Brewer Public Schools (78)

Program Year 2024

Brewer Public Schools (78)

261 Center Street
Brewer, ME 04412

Food Service Contact

Mrs. Casey Thibodeau
Food Service Director
(207) 404-5701

Executive Contact

Mr. Gregg Palmer
Superintendent of Schools
(207) 989-3160

No. of Sites / Reviewed: 2 / 1
Month of Review: January 2024

Commendations & Notes

- * This is Casey Thibodeau's first year as School Nutrition Director. Overall, the program is operating well, and documentation is in good order. Thank you to Casey Thibodeau and her staff for the time and effort put into the review process. It was a pleasure visiting this school.
- * Brewer Public Schools are 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 - Brewer Public Schools (78)

710. SFA provided adult meals?

Finding 9000: Payment has not been received for pre-k teacher meals

Meals for pre-k teachers have been provided without receiving payment. This is an unallowable expense to the school nutrition program.

Corrective Action:

The school nutrition program must collect payment for all adult meals and the charge must cover the cost of the meal. Generate a bill detailing the quantity and cost of adult meals served to pre-k teachers for which the school nutrition program has not received payment. Submit a copy of the bill and documentation of payment.

Develop a procedure for how pre-k adult meal payments will be handled moving forward.

Submit corrective action documentation in CNPweb - E-reviews - Corrective Action Responses

Date Due: 3/29/2024



SNP Administrative Review Findings

Brewer Public Schools (78)

Program Year 2024

Brewer Community School (85)

261 Center Street
Brewer, ME 04412

Month of Review: January 2024

Date of Onsite Review: February 8, 2024

Meal Counting & Claiming - Brewer Community School (85)

318. DOR - accurate meal counts by category at POS? Enter data.

Finding 9979: Meals Counted for Reimbursement Prior to Being Served to Students

Adults were observed taking reimbursable meals for students without the students being present. Reimbursable meals may only be claimed for reimbursement at the point when the student has received the meal. This current practice is unallowable and must discontinue immediately.

Corrective Action:

Develop and implement an allowable meal counting and claiming procedure for meals served to students who are not able to come to the cafeteria to select their own meal. Train school staff on the new procedure.

Submit procedure in CNPweb - E-reviews - Corrective Action Responses

Date Due: 3/29/2024

Meal Components & Quantities - Brewer Community School (85)

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. It was determined that only 1/2 cup of fruit was offered at breakfast. One cup of fruit is the required amount.

Corrective Action:

This was corrected prior to the on-site visit by offering 1 cup of fruit at breakfast and documenting on the production record. No further corrective action is required. No fiscal action at this time.

Technical Assistance:

The school was provided technical assistance during the on-site visit.