



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 5, 2024

Jeremy Ray
Superintendent
Biddeford Public Schools
18 Maplewood Avenue
Biddeford, ME 04005

Dear Superintendent Ray

The Biddeford Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 7, 2024 Kate Fayle reviewed John F Kenney Memorial School. An exit conference occurred with you on December 4, 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

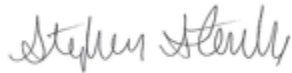
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 Kate Fayle at 592-4198 or email kaitlin.fayle@maine.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "Stephanie Stambach".

Stephanie Stambach
Child Nutrition Supervisor

SS/KF/pn



SNP Administrative Review Findings

Biddeford Public Schools (65)

Program Year 2025

Biddeford Public Schools (65)

18 Maplewood Avenue
Biddeford, ME 04005

Food Service Contact

Susan Morrell
FSD
(207) 282-0211

Executive Contact

Jeremy Ray
Superintendent
(207) 282-8280

No. of Sites / Reviewed: 5 / 1
Month of Review: October 2024

Commendations

- * Biddeford Public School's Nutrition Program is operating well.
Thank you to Food Service Director Susan Morrell, who has done a nice job keeping up with program changes and adhering to the USDA program guidelines. Nutrition staff are well-trained in USDA program requirements and have been receptive to suggestions for program improvement. It has been a pleasure spending time at John F. Kennedy Memorial School during this review.

Technical Assistance

- * Breakfast in the classroom was observed at John F Kennedy Memorial School.
Current operations are effective with well-trained school faculty; however, it was noted with observation that the food service staff spent a great deal of time pre-packing meals before service and consolidating meal counts for each classroom. This practice also limits menu options and results in waste from limited student choice.
It is recommended that the school implement breakfast from a cart in the hallway, where food service staff can conduct meal counts from one point of service and help the students select from the menu offerings of the day to make a complete meal.

At breakfast, to meet the meal pattern with offer versus serve, 4 Items are offered and a student must select at least 3, with the option of selecting all four. Any unselected menu items can be put back into future service and thus eliminate food waste. Breakfast in the hallway would reduce staff time pre-packaging meals and allow for more menu items to be offered daily. Teachers would no longer be liable for proper accountability resulting in more timely and reliable meal counting.

SNP Administrative Review Findings**Biddeford Public Schools (65)*****Program Year 2025*****John F Kennedy Memorial School (67) Food Service Contact**

18 Maplewood Avenue
Biddeford, ME 04005

Month of Review: October 2024

Date of Onsite Review: November 7, 2024

Meal Counting & Claiming - John F Kennedy Memorial School (67)***318. DOR - accurate meal counts*****Finding 9000: Meal Counting at Point of Service**

Head Start staff are responsible for meal counting at the time of breakfast service. On the day of the Onsite Review, it was observed that Head Start staff were taking meal counts before children received the meal.

Corrective Action:

Going forward a signed agreement between Food Service and Head Start should be in place to ensure proper accountability measures are being followed and Head Start be responsible for any future program findings with accountability.

Provide a copy of the signed agreement to the Reviewer by 1/1/2025.

Meal Components & Quantities - John F Kennedy Memorial School (67)***406. DOR - meal service structured to meet specific meal pattern requirements for multiple menus, multiple age/ grade groups served?*****Finding 9000: Food Service Layout and Program Access**

A pre-assembled meal known as a "buddy bag" is available to students selecting only milk at lunch. Students have the option to select additional menu items offered but they are not prompted to. Food service staff should be mindful of placement for the buddy bag option so that in addition to the pre-assembled meal, any additional menu offerings for the day are accessible including vegetable subgroups.

Corrective Action:

Fix the current layout of meal service to where the student must go through the line first to then be able to receive the buddy bag meal option.

Submit a statement to the Reviewer by 1/1/2025 describing how this has been fixed and what the new practice will be.

411. Review period planned menu**Finding 9000: Insufficient Vegetable Subgroup**

Hummus was served at the elementary school to meet the beans, peas, and lentils vegetable subgroup for the reviewed menu week. The pre-portioned hummus did not meet the required ½ cup serving size for this sub-group.

Corrective Action:

Corrective action was completed on 11/07/2024 during the onsite review.

Going forward the school food authority will serve two hummus cups together or offer an additional offering from the vegetable subgroup on another day of the week to meet this requirement.