



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 11, 2025

Gretchen McNaulty
Superintendent
Falmouth Public Schools
51 Woodville Road
Falmouth, ME 04105

Dear Superintendent McNaulty:

The Falmouth Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 11, 2025 Sarah Platt reviewed Falmouth High School. An exit conference with Paul Milliken occurred on February 25, 2025.

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

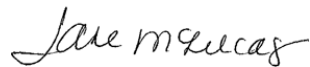
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Falmouth Public Schools (174)

Program Year 2025

Falmouth Public Schools (174)

51 Woodville Road
Falmouth, ME 04105

Food Service Contact

Paul Milliken
School Nutrition Director
(207) 781-7429

Executive Contact

Gretchen McNulty
Superintendent of Schools
(207) 781-3200

No. of Sites / Reviewed: 3 / 1
Month of Review: January 2025
Onsite Review: February 11, 2025

Commendations

- * At Falmouth High School, there are a variety of options for students to choose from. The yogurt bar with local yogurt from The Milkhouse, fresh fruit, and granola looks great, and students seemed to really enjoy this option. The salad bar also offered a nice variety of fresh vegetables.
- * Falmouth Public Schools is operating under Special Provision 2. In the base year, SY2025, meal benefit applications are collected. For the next three years, through SY2028, no meal benefit applications are to be collected.
- * We acknowledge the amount of effort it takes to prepare for this review, and we appreciate your assistance. Staff were receptive to feedback and the technical assistance that was provided.

General Program Compliance - Falmouth Public Schools (174)

808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9000: Public Release

SFAs must send a public release announcing their participation in the NSLP to local media yearly. This was not completed. There are templates available on the Maine DOE Child Nutrition Programs webpage.

Corrective Action:

Submit a statement outlining the steps that will be taken to ensure compliance with this requirement in CNPweb -> E-reviews -> Corrective Action Responses by April 9, 2025.

1403. Did a review of agricultural food components indicate violations of the Buy American provision?

Finding 9992: Buy American Provision Technical Assistance

Technical Assistance:

The Buy American provision requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products.

Recently, the USDA established a new threshold for school food authorities that use exceptions to this requirement. The limit on the percent of total commercial food costs from non- domestic foods will be phased in over 7 school years.

- Beginning in SY 2025-26, the non- domestic food purchases cap will be 10 percent.
- Beginning in SY 2028-29, the non- domestic food purchases cap will be 8 percent.
- Beginning in SY 2031-32, the non- domestic food purchases cap will be 5 percent.

This phased-in approach will allow schools to gradually adjust to the new requirement

SNP Administrative Review Findings**Falmouth Public Schools (174)****Program Year 2025****Falmouth High School (177)**

51 Woodville Road
Falmouth, ME 04105

Month of Review: January 2025

Date of Onsite Review: February 11, 2025

Meal Components & Quantities - Falmouth High School (177)**402. DOR - Do quantities served meet daily meal pattern requirements for age/grade groups****Finding 9052: Day of Review portion sizes insufficient.**

The PB & J sandwich (1MMA and 1.75 G) and the Yogurt meal (2MMA and .5G) served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served and are considered incomplete. All meal choices must provide at least two servings (2 ounce equivalents) of grain and two servings (2 ounce equivalents) of meat/meat alternate. No fiscal action at this time.

Corrective Action:

What changes will be implemented to ensure that menus planned, products purchased and recipes will offer the minimum meal pattern requirements?

Provide detailed responses and requested documentation in CNPweb --> E-reviews --> Corrective Action Responses by April 9, 2025

There is no fiscal action for incomplete meals at this time but repeat issues may result in fiscal action in the future.

404. Day of Review - signage explaining the reimbursable meal was posted near/at beginning of service line**Finding 9000: Technical Assistance: Reimbursable Meal Signage****Technical Assistance:**

Signage was available, as required, instructing students how to make a reimbursable meal. Due to the wide variety of food and drinks available - both as part of the reimbursable meal program and a la carte offerings - it is recommended that signage on what constitutes a reimbursable meal be clearer.

409. Review period production records and supporting documentation - were all required meal components offered and daily/weekly requirements met**Finding 9075: Insufficient servings of Grains, Meat/Meat Alternate, Vegetables, Fruits, and/or Milk were planned and/or served during the review week**

The NSLP and SBP meal pattern has both daily and weekly requirements that must be for all meal components. During the review of planned NSLP and SBP menus for the menu review week, the following insufficiencies were noted:

*no grain offered with the chicken tender meal on 1/6/25, 1/8/25 and 1/10/25.

When a component is not offered, the meal is ineligible for reimbursement. 64 meals will be reclaimed.

Corrective Action:

As corrective action, provide five consecutive days (Monday - Friday) of revised high school menus and production records showing the meal pattern is met for the daily and weekly requirements. Also, provide a statement of how the menu planner will ensure planned meals will offer all meal components in the minimum serving sizes.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 9, 2025

SNP Administrative Review Findings**Falmouth Public Schools (174)*****Program Year 2025***

Revise the January 2025 Lunch Claim as follows:
Free 427 / Reduced 109 / Paid 5950
Complete revision no later than April 9, 2025, 2025

410. Review period - planned menu quantities meet the meal pattern requirements**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records and supporting documentation (recipes and product labels) 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. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes. For grades 9-12, the minimum serving size for grains (G) and meat/meat alternate (MMA) is 2 ounce equivalents. The following items were incomplete: PB & J "Uncrustable" (1M1G), Chicken Nuggets (2M1G), Macaroni & Cheese (1M1G), yogurt station - no recipe or serving sizes provided.

Corrective Action:

Describe how each of the incomplete items will be corrected to provide at least 2 ounce equivalents of MMA and G. Submit documentation including updated recipes and product labels to the reviewer.

The menu planner must receive training on meal pattern requirements and crediting of meal components. Submit documentation of the training including the resource used for training, date of completion and signature.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 9, 2025

No fiscal action will be taken for incomplete meals at this time. However, any future violations may result in fiscal action.

410. Review period - planned menu quantities meet the meal pattern requirements**Finding 9991: Production Records Incomplete**

Production records are used to support the claiming of meals and therefore, must document all items that are offered and quantities served as part of the reimbursable meal. Production records for the week of review were missing recipe number/product name, serving size, crediting contribution (if not on the recipe), quantity prepared, amounts served and leftover for each item. In addition, they must specify the type of fruit offered and milk variety.

Corrective Action:

Submit five (5) consecutive days from a school week of completed production records. Submit documents in CNPweb -> E-reviews -> Corrective Action Responses by April 9, 2025

No fiscal action will be taken for incomplete meals at this time. However, any future violations may result in fiscal action.

500. DOR - OVS properly implemented**Finding 9078: School is not properly implementing Offer vs. Serve.**

As observed on the Day of Review, there was not a clear understanding of Offer versus Serve (OVS) requirements.

Corrective Action:

For corrective action, retrain cashiers in OVS requirements for breakfast and lunch. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet for attendees.

Provide a statement of how cashiers will know how to identify how the items offered at breakfast count toward the breakfast meal pattern.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 9, 2025

SNP Administrative Review Findings**Falmouth Public Schools (174)****Program Year 2025****Technical Assistance:**

At breakfast, schools must offer at least four food items in minimum quantities from three required components (fruit, grains, fluid milk) and students must select at least three food items, one of which is 1/2 cup fruit and/or vegetable.

At lunch, schools must offer all five meal components (meat/meat alternate, grains, fruit, vegetable, milk) and students must select minimum quantities of at least three different components, one of which is 1/2 cup fruit and/or vegetable.

General Program Compliance - Falmouth High School (177)

901. *On-site monitoring review(s) were completed prior to February 1*

Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.

An on-site review of the school's meal counting and claiming procedure for SBP prior to February 1 of the current Program Year was not completed. Monitoring must be completed by someone not involved in the day-to-day operation.

Corrective Action:

For corrective action, complete on-site monitoring for the [SBP/NSLP] and submit a copy of the reviewer. In addition, establish a written standard operating procedure detailing when it will be completed, who will complete it, and where files will be maintained. Submit a copy of the procedure.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 9, 2025.

Technical Assistance:

Annual, on-site monitoring of the NSLP and SBP must take place prior to February 1 and be documented. A form is available on our webpage. For the SBP, monitoring must occur at 50% of the schools. For the NSLP, monitoring must occur at 100% of the schools.