



SNP Administrative Review Findings

Cutler Public Schools (1411)

Program Year 2023

Cutler Public Schools (1411)

291 Court Street
Machias, ME 04654

Food Service Contact

Mrs. Kandee Ramsdell
Food Service Director
(207) 259-3347

Executive Contact

Mr. Scott Porter
Superintendent
(207) 255-6585

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

Commendations

* Bay Ridge Elementary is a small school and does a good job of suppling healthy, nutritious meals to their customers. The past few years have been difficult however kitchen staff has worked hard to maintain good meal service. Keep up the good work.

Certification and Benefit Issuance - Cutler Public Schools (1411)

133. Direct Certifications correctly certified?

Finding 9024: Some students directly certified for free meals were not certified correctly.

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were not certified for free meals incorrectly.

Technical Assistance:

The Direct Certification (DC)List must be reviewed at a minimum of 3 times a year. It is recommended to be reviewed more often. During the Administrative Review three students, either Reduced or Paid, showed up on the DC list. This was discussed with the Approving Official.

Verification - Cutler Public Schools (1411)

209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?

Finding 9039: Applications not properly selected for verification.

The applications selected for verification were not appropriately selected for the sample size option used.

Technical Assistance:

The required method of Verification is Error Prone. The application selected was not Error Prone, however there was an Error Prone approved application on file. When approving applications review to see if they are Error Prone, flag them in some fashion to be used when Verification is completed. This was discussed with the Verification Official

214. Student eligibility change due to verification – update Benefits Issuance list?

Finding 9000: Other Finding

Family selected for Verification submitted the prior year tax return. The wrong figure was used to determine annual income, no change occurred.

Technical Assistance:

The wrong figure was used on the prior year tax return used for the verification process. The adjusted income after deductions was used. This was reviewed and explained to the Verification Official.

General Program Compliance - Cutler Public Schools (1411)

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

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies between the SFA's responses to Local School Wellness Policy questions on the Off-site Assessment Tool and the SFA's current practices as observed on-site: Deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Cutler School does not have a local Wellness Policy. A Wellness Policy is required, and it is required to be reviewed every three years. A committee needs to be gathered to review a Wellness Policy. Once this committee meets send to the reviewer the is of attendees, minutes and results of the Wellness Policy. The results of this needs to be submitted by June 30, 2023

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:



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Bay Ridge Elementary (997)

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No Findings during Site 997 Review