



SNP Administrative Review Findings

RSU 82/MSAD 12 (626)

Program Year 2023

RSU 82/MSAD 12 (626)

606 Main Street
Jackman, ME 04945

Food Service Contact

Mr. Paul R. Kachinsky
Food Service Director
(207) 668-5291

Executive Contact

Mr. Thad A Lacasse
Superintendent
(207) 668-5291

No. of Sites / Reviewed: 1 / 1
Month of Review: October 2022

Commendations

- * Paul and Marie are doing an excellent job in the kitchen. Paul has worked hard to standardize recipes and learn the complex federal and state regulations. Keep up the great work.
- * Paul and Marie work hard to ensure that the meals provided are nutritious, appetizing and made from scratch. The day's meals were colorful and full of flavor. The incorporation of school garden produce is a wonderful way to elevate meals and celebrate the school's garden program. High participation in the program by both students and staff is impressive. Great job!
- * School staff were friendly and clearly care for the students. Staff assisting the reviewer during the onsite visit were welcoming and well trained on the point of service system. Thank you for all you do for your students.

Technical Assistance

- * An older version of the And Justice for All poster was posted. The most up to date version was provided onsite. Please ensure the older versions of the poster are removed and the new one posted.
- * An error prone application was observed during the review process. This application was not included in the potential verification sample. Technical Assistance was provided on the need to use a \$1,200 threshold for annual income.
- * The school was preparing for Thanksgiving break and purchased gallons of milk to serve on the day before vacation so they would not be holding excess over the break. Technical Assistance was provided on the need to ensure a variety is offered during these scenarios.
- * In addition to the Professional Standards tracking tool used by kitchen staff, signed training agendas that outline training topics must be kept on file.
- * RSU 82 provides adult meals. These meals have been priced to cover the cost of the items used to make the meal. As a reminder, the adult meal cost should also cover labor and other costs associated with preparation of the meal.
- * RSU 82 has received Supply Chain Assistance Funds. Last school year, the first round of \$7,290.36 was received. This money is to assist with offsetting the rising costs of food due to supply chain concerns. It can be used to purchase domestic unprocessed or minimally processed items such as American produced milk and produce. This and last year's food invoices must be reviewed and items that are American produced unprocessed or minimally processed broken out. Milk is a good option to use the funds for. Highlight allowable items until \$7,290.36 is reached. Maintain this documentation in a supply chain assistance folder.

Certification and Benefit Issuance - RSU 82/MSAD 12 (626)

123. On-site observation validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions?

Finding 9000: Hearing Official

Principal Lacasse is both a confirming official for applications and the hearing official. The confirming and hearing officials cannot be the same staff member. The hearing official cannot be involved in the meal benefit application or verification processes.

Corrective Action:

Assign a new staff member to either the hearing official or confirming official role to ensure two different people have this responsibility. Submit the names of staff assigned to each role to your reviewer.

Deadline: February 3, 2023

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126. *Certification Benefits/Issuance Review Method, applications correctly approved?*

Finding 9000: Missing Social Security Number

Upon review of meal benefit applications, it was found that one was missing the social security number of the household member applying. This information must be included in order for an application to be considered complete.

Corrective Action:

The social security number was obtained on the day of review. No further Corrective Action is required.

133. *Direct Certifications correctly certified?*

Finding 9000: DC List Students

The DC list is maintained on file but checked against meal benefit applications rather than used as a tool to update student status on its own. The DC list should be checked at the beginning of the school year, and regularly during the year, and students who appear on the DC list listed as free. Households should be notified of this status. For students who were on the DC list last school year but not the current school year, after the 30 day carryover period ends, their status changes to paid if a meal benefit application not available.

During the review, the State Agency found two students whose status was paid on the DC list. The students' status has been updated to free.

Corrective Action:

Develop a Corrective Action Plan to indicate who the DC list will be used moving forward. Ensure the student status is listed correctly in the electronic student system.

Deadline: February 3, 2023

137. *Eligibility determination correctly transferred to POS Benefits Issuance document?*

Finding 9029: The eligibility determination benefit category is not accurately transferred to the benefit issuance document.

The benefit issuance document was not updated correctly after applications were processed. Student's statuses from last year were carried into this year past the 30 operating day allowance. This has led to an incorrect eligibility count.

PowerSchool Count: 39 free, 15 reduced
State Agency Validation: 34 free, 8 reduced

Corrective Action:

The benefit issuance list has been updated to reflect the correct status for students. Submit a Corrective Action Plan indicating how the 30-day carryover allowance will be correctly used in the future.

The October 2022 claim must be adjusted as follows:

Student Eligibility

34 Free
8 Reduced
112 Paid

Meal Counts

Lunch
514 Free
129 Reduced

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1494 Paid

Breakfast

426 Free

113 Reduced

1329 Paid

Estimated Fiscal Action: \$76.67

Deadline: February 3, 2023

General Program Compliance - RSU 82/MSAD 12 (626)

1219. *Validate OFS #1209 - Employees outside of the School Nutrition Program with School Nutrition Program duties receive training?*

Finding 9000: School Nutrition Program Training Requirements

Staff members who approve applications must receive training pertinent to their responsibilities. They must also receive USDA Civil Rights training on an annual basis. At the time of visit, staff who approve applications did not receive training on management of the benefit issuance list, use of the DC list and 30-day carryover.

Corrective Action:

Staff must review the Maine Department of Education's "Determining Student Eligibility" training. If Civil Rights training has not been obtained, it must be reviewed as well. Resources have been emailed to the SFA.

Deadline: February 3, 2023

1500. *Reports submitted to State agency as required?*

Finding 9151: SFA does not submit reports as required to the State agency.

The SFA does not submit reports to the State agency according to reporting and recordkeeping requirements described in 7CFR 210.20. The annual financial report for SY 2022 was not submitted.

Corrective Action:

Review the annual financial report webinar. Submit a Corrective Action Plan outlining how this report will be done for SY 2023.

Deadline: February 3, 2023



SNP Administrative Review Findings

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Program Year 2023

Forest Hills Consolidated School (627) Food Service Contact

606 Main Street
Jackman, ME 04945

Month of Review: October 2022

Meal Components & Quantities - Forest Hills Consolidated School (627)

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

Finding 9000: Whole Grain Rich Items and Meat/Meat Alternate Items

During breakfast service, three cereal types observed to be non-whole grain rich: fruit loops, corn flakes and crispy rice cereal. Non-whole grain rich hamburger buns also observed in the freezer and enriched wheat bread, not whole grain rich, observed at lunch. Per staff, supplies of whole grain rich items, including cereal have been limited. Review of the October 3-7 menu, revealed that sandwiches are offered as a meal alternative daily. The bread used for these sandwiches must be whole grain rich. Ensure the first ingredient on the label is "whole wheat" not enriched flour.

Meatballs were offered during the week of review. The meatballs used should have a Child Nutrition label or product formulation statement in order to credit properly. This information can be requested from the distributor.

Corrective Action:

Continue to order whole grain rich items including cereal and bread. Document reasons non-whole grain rich items are accepted; documentation can include supply chain issues. Contact distributor for crediting information for meatballs. Submit a plan to prioritize ordering whole grain rich items to your reviewer.

Deadline: February 3, 2023

Technical Assistance:

Technical Assistance was provided on the benefit of consulting with nearby districts to troubleshoot supply chain concerns.