



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 15, 2019

William Braun
Superintendent of Schools
East Range II CSD
63 Broadway
Baileyville, ME 04694

Dear Superintendent Braun:


An Administrative Review of the East Range II CSD School Nutrition Program was conducted on April 2, 2019.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates discussed during the exit conference. Please return a signed copy of this Official Notification when submitting the corrective action documentation. **Please provide the corrective action documentation by June 15, 2019.** Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable. 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.

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 Michele Bisbee at 624-6708 or email michele.bisbee@maine.gov.

Sincerely,


Walter Beesley
Child Nutrition Director

WB/MB/pn

**Administrative Review Report
East Range II CSD School Nutrition Program
April 2, 2019**

Introduction

The East Range II CSD School Nutrition Program was reviewed based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures.

Performance Standard 1: Meal Access and Reimbursement

Certification and Benefit Issuance- No findings.

Verification- There were multiple errors during the verification process due to lack of training. Error prone method was not used, correct income was not used, and it was completed late. The correct documents were sent to the family. Technical assistance was provided and with further training this may not be a problem moving forward. Corrective action required.

Meal Counting and Claiming- A review of the menu and production records showed that the meal pattern requirements are being followed.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- No Findings

Production Records: During the review of the production records it was observed that they were not being filled out correctly. The reviewer was able to confirm that the meal pattern was being met but technical assistance on how to fill out the production records in a clear way was provided.

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO.

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	63.27%
Percentage of Labor to Total Revenue	50-55%	37.29%
Percentage of Other to Revenue	<u>5-10%</u>	<u>3.62%</u>
	100%	104.18%

While on site it was observed that fruit was being given to the students at no cost to them. The school nutrition program is not allowed to support the cost of this.

Meal Charging- A meal charging procedure was not provided to the reviewer. A policy either needs to be located or developed and sent to the reviewer. Corrective action required.

General Program Compliance

Records and Record Keeping- Claims submitted for this year have been filed late. This can impact the program in a negative way when applying for grants.

Food Safety and Sanitation- Health Inspection reports were not displayed for public view, this was corrected on site. Written food safety Standard Operating Procedures (SOP) were on file but had not been reviewed, this should be a part of annual training.

Civil Rights- They did not have the current “And Justice for All” poster. This was provided to them by the reviewer and one was displayed while on site.

Wellness Policy- The wellness policy was reviewed and it was found that the section regarding Food and Beverage Marketing is too vague. Food and beverage advertising is only allowed for foods that meet smart snack standards. Corrective action is required.

Training/Professional Standards- Training hours have not been tracked so the reviewer was not able to determine if hours had been met. It was explained that this is a requirement. Corrective action is required.

Corrective Action- Corrective action is required as a result of this Administrative Review. The enclosed form outlines what is required. A detailed response and documentation of the corrective action must be returned to our office by the date specified, along with the enclosed form signed by the Superintendent.

Summary

Stacie is new to this position and is trying to learn as much as she can. She provides the students with good home cooked meals that they enjoy. With more training, I believe that she will succeed in this position. I strongly recommend that she attends our back to basics training that we hold just before the start of the school year.

Sincerely,



Michele Bisbee
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: East Range II CSD

Local Education Official: William Braun

Instructions: Please submit a detailed response for each of the review findings listed below. Responses must be attached to this document 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

This review will remain open until this form has been signed and returned by the Local Education Agency Official, along with the requested documentation that the review finding(s) has been corrected. 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.

Finding 1 – Performance Standard 1: Verification – *Verification was completed incorrectly and late.*

Corrective Action: Provide a detailed response including the steps the district will take to ensure future compliance.

Date Due: June 15, 2019

Estimated Fiscal Action:

Finding 2 –Resource Management: Unallowable Cost – *Snacks provided to students at the expense of the nutrition program.*

Corrective Action:

Date Due: June 15, 2019

Estimated Fiscal Action:

Finding 3 – Resource Management: Meal Charging Policy – *A policy was not provided to the reviewer.*

Corrective Action: An approved meal charging policy needs to be provided to the reviewer

Date Due: June 15, 2019

Estimated Fiscal Action:

Finding 4 – General: Records and Record Keeping – *Claims are being filed late*

Corrective Action: Submit a plan to the reviewer explaining how you plan to file you're claims on time.

Date Due: June 15, 2019

Estimated Fiscal Action: None

Finding 5 - General: Local Wellness Policy – *Current wellness policy does not adequately address food and beverage marketing.*

Corrective Action: Revise the wellness policy and send a copy of the approved policy to the reviewer.

Date Due: June 15, 2019

Estimated Fiscal Action: None

Finding 6 - General: Training/Professional Standards – Training hours have not been tracked.

Corrective Action: Submit a plan to the reviewer outlining how you plan to track training hours moving forward and your plan for meeting your training hours next year.

Date Due: June 15, 2019

Estimated Fiscal Action: None

Reviewer's Signature Michele Bisbee Date 5-15-19

You may be subject to a revisit if the error tolerance level was exceeded.

1st Review Revisit

Submit to: Maine Department of Education
Child Nutrition
136 State House Station
Augusta, ME 04333-0023

Signature of Local Education Agency Official

Superintendent

Title

Date