



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

PAUL R. LEPAGE
GOVERNOR

ROBERT G. HASSON, JR., Ed.D.
COMMISSIONER

October 22, 2018

Geoffrey Bruno
Superintendent
Falmouth Public Schools
51 Woodville Road
Falmouth, ME 04105

Dear Superintendent Bruno:

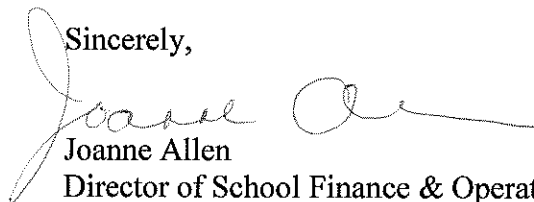
An Administrative Review of the Falmouth School Nutrition Program was conducted on October 16, 2018. We appreciated the assistance given by you and your staff.

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 November 21, 2018.** 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 Sarah Platt at 624-6879 or email sarah.d.platt@maine.gov.

Sincerely,



Joanne Allen
Director of School Finance & Operations

JA/SDP/sjs

Enclosure

**Administrative Review Report
Falmouth School Nutrition Program
October 16, 2018**

Introduction

The Falmouth School Nutrition Program was reviewed. Falmouth Middle School was selected to represent the district 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.

Technical assistance - When approving applications based on income, if annual or mixed frequencies of income is provided, the application must be processed on annual income. Do not convert the income to a monthly amount.

Verification- No findings.

Meal Counting and Claiming- No findings.

Performance Standard 2: Meal Pattern and Nutritional Quality

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

Production Records: Production records must document the items offered and quantities served as part of a reimbursable meal. A review of production records from the review period showed that milk was recorded but usage was not. This was corrected prior to the onsite review.

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%	36.61%
Percentage of Labor to Total Revenue	50-55%	54.38%
Percentage of Other to Revenue	<u>5-10%</u> 100%	<u>6.41%</u> 97.41%

Paid Lunch Equity (PLE) - The program has complied with the PLE requirement.

Meal Charging - The School Nutrition Program has a charging policy/procedure, as required.

General Program Compliance

Reporting and Recordkeeping- Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required.

Smart Snacks Competitive Foods Rule- At Falmouth Middle School, some of the products in the vending machine appeared to not be compliant. Corrective action is required.

Food Safety and Sanitation- Health Inspection reports were displayed for public view. A sample meal was available. Written food safety Standard Operating Procedures (SOP) were on file. No Findings.

Civil Rights- No findings.

On-Site Monitoring- No findings.

Wellness Policy- The wellness policy was reviewed and the following elements were missing:

- Standards and nutrition guidelines for all foods and beverages sold during the school day that are consistent with Federal regulations
- Policy for food and beverage marketing consistent with Maine statute §6662 (3) Food and beverage advertising

Corrective action is required.

Training/Professional Standards- No findings.

Corrective Action- Corrective action is required as a result of this Administrative Review as outlined on the enclosed form. 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

The Falmouth School Nutrition Program is running very well. Martha Poliquin and her staff does an excellent job providing quality meals to students and adhering to program guidelines and regulations. Their farm to school efforts were particularly impressive. It was a pleasure to review this program and we appreciate the time and effort provided throughout the process.

Sincerely,



Sarah Platt, RD, SNS
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Falmouth School Department

Local Education Official: Geoffrey Bruno, Superintendent

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 – General: Smart Snacks - Vending machine at Falmouth Middle School contains items which are not smart snack compliant.

Corrective Action: Describe how this violation has been corrected.

Date Due: November 21, 2018

Estimated Fiscal Action: None

Finding 2 - General: Local Wellness Policy – District does not have an approved, compliant wellness policy.

Corrective Action: Submit a compliant policy that has been approved by the school board.

Date Due: December 14, 2018

Estimated Fiscal Action: None

Reviewer's Signature Sarah Platt Date 10/22/2018

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

1st Review Revisit

Date Mailed to School/Institution Official 10/22/18

Submit to: Maine Department of Education
Child Nutrition
136 State House Station
Augusta, ME 04333-0136

Send Response no later than November 21, 2018 & December 14, 2018

Signature of Local Education Agency Official

Title

Date