



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

December 21, 2018

Joe Mattos
Superintendent
2023 Main Street
Fayette, ME 04349

Dear Superintendent Mattos:

An Administrative Review of the Fayette Public Schools Nutrition Program was conducted on December 19, 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 February 28, 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 Sarah Platt at 624-6879 or email sarah.d.platt@maine.gov.

Sincerely,



Joanne Allen
Acting Deputy Commissioner

JA/SP/psn

Enclosure

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Fayette Central School

Local Education Official: Joe Mattos

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 returned along with the requested documentation that the review finding(s) has been corrected and this form is signed by the Local Education Agency Official. Failure to return complete documentation as requested may result in the withholding of reimbursement payments.

Finding 1 - 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: February 28, 2019

Estimated Fiscal Action: None

Reviewer's Signature Sarah Pluta Date 12/21/2018

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

X 1st Review _____ Revisit

Date Mailed to School/Institution Official 12/27/18

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

Superintendent

Signature of Local Education Agency Official

Title

Date

**Administrative Review Report
Fayette Central School Nutrition Program
December 19, 2018**

Introduction

The Fayette Central 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- No findings.

Meal Counting and Claiming- No findings.

A recommendation was made to place the daily cereal and yogurt choice at the serving window with the other meal choices to improve the flow of the line and ensure all meals get counted for reimbursement.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- No findings.

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

Meal Charging- No findings.

General Program Compliance

Records and Record Keeping- 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- No findings.

Food Safety and Sanitation- No Findings.

Civil Rights- Meal charging notification letter was missing the USDA non-discrimination statement. This was corrected before the review was completed.

On-Site Monitoring- No findings.

Wellness Policy- The district's wellness policy was missing goals the following required elements:

- Nutrition promotion

- Nutrition standards for all foods and beverages available to students during the school day (both sold and not sold)
- Food and beverage marketing

Technical assistance was provided. Corrective action is associated with this finding.

Training/Professional Standards- No findings.

Corrective Action- Corrective action is required with this Administrative Review. The enclosed form outlines what is required. 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 Fayette Central School nutrition program is running well. The program does a nice job incorporating local foods and scratch-cooking methods. We appreciate the time and effort provided throughout the review process. Keep up the great work!

Sincerely,



Sarah D. Platt, RD, SNS
Child Nutrition Consultant