



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

PAUL R. LEPAGE
GOVERNOR

November 29, 2018

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

Erin Mayo
Head of School
Fryeburg Academy
745 Main Street
Fryeburg, ME 04037

Dear Erin Mayo:

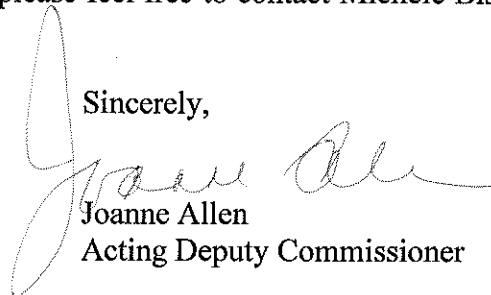
An Administrative Review of the Fryeburg Academy School Nutrition Program was conducted on November 15, 2018. We appreciated the assistance given by you and your staff.

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 December 10, 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 Michele Bisbee at 624-6708 or email michele.bisbee@maine.gov.

Sincerely,



Joanne Allen
Acting Deputy Commissioner

JA/MB/sjs

Enclosure

**Administrative Review Report
Fryeburg Academy School Nutrition Program
November 15, 2018**

Introduction

The Fryeburg Academy 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- One student that was categorized as free based on the direct certification list was not able to be found on the direct cert list. The family must be notified immediately that they will be changed to paid status in 10 days. Amy was informed that when an individual student search on the direct cert list is necessary, you need to print off that page for documentation. Corrective action is required.

Verification- No findings.

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- Menus from the review period showed that a starchy vegetable was not planned for the week of review. While on site it was determined that they use their salad bar to meet their vegetable subgroups and they serve corn on their salad bar every day. Their salad bar recipe needs to be updated to reflect this.

Production Records: Production records are used to support the claiming of meals and therefore, must document the items offered and quantities served as part of a reimbursable meal. Production records were completed correctly.

Day of Review: While on site it was observed that there are salt shakers on all the tables. Due to the sodium restriction in school meals, it is strongly suggested that they be removed from the tables. An alternative to this is providing the students with a “flavor station” where they have different types of low sodium seasoning they can add to their foods.

Resource Management

For the Resource Management section of the review, the most recently completed school year is reviewed. The financial records were in good order, maintained correctly and provided a clear audit trail

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

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

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- No findings.

Wellness Policy- No findings.

Training/Professional Standards- No findings. They are tracking their training hours appropriately. It is early in the school year and they are on track to complete their training.

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.

Findings- As part of the Healthy, Hunger Free Kids Act of 2010, review findings must be posted and made available to the public by federal law. This can include posting the review report on the district website or making it available at a public hearing or school board meeting.

Summary

The Fryeburg Academy nutrition program does a great job in the space that they have. They work very well together as a team and provide the students with wonderful meals. The construction of a new dining hall will be a great asset to them and I look forward to seeing their program be able to grow and develop because of it.

Sincerely,



Michele Bisbee
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Fryeburg Academy

Local Education Official: Erin Mayo

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: Certification and Benefit Issuance – One student categorized as free based on the direct certification list could not be found on the list.

Corrective Action 1: A letter will need to be sent home notifying the family of the change. The student’s status on the master list will need to be updated on the date the benefit changes as well. Documentation of this will need to be sent to the reviewer.

Date Due: December 10, 2018
Person Responsible: Amy Thurston
Estimated Fiscal Action: \$32.92

Finding 2 - Performance Standard 2: Meal Components and Quantities - During the review period it was not documented that a starchy vegetable was served. During the on-site review, it was determined that the salad bar is used to meet the vegetable subgroups and the recipe does not accurately document this.

Corrective Action 1: The salad bar recipe needs to updated to reflect everything that is served on the salad bar.

Date Due: COMPLETED
Person Responsible: Amy Thurston
Estimated Fiscal Action:

Reviewer’s Signature Michele Bisbee Date 11/26/18

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

X 1st Review _____ Revisit

Date Mailed to School/Institution Official 11/29/18

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

Send Response no later than December 10, 2018

<u>Signature of Local Education Agency Official</u>	<u>Superintendent</u> Title	<u>Date</u>
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