



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 17, 2019

Nancy Starmer
Interim Head of School
Lincoln Academy
81 Academy Hill Rd.
Newcastle, ME 04553

Dear Ms. Starmer:

An Administrative Review of the Lincoln Academy School Nutrition Program was conducted on May 17, 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 20, 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,

A handwritten signature in black ink, appearing to read 'Walter Beesley', written over a horizontal line.

Walter Beesley
Child Nutrition Director

WB/MB/pp

**Administrative Review Report
Lincoln Academy School Nutrition Program
May 7, 2019**

Introduction

The Lincoln 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- A sample of 98 application was reviewed and it was found that 9 applications were either approved incorrectly or were incomplete. Corrective action is required.

Verification- Verification was completed late. The process of verification can begin on October 1st. Verification training is offered each fall by the Child Nutrition office, it is highly recommended that the verification official attend training in the fall of 2019. This is a repeat finding. Corrective action is required

Meal Counting and Claiming- Counting and claiming procedures were observed during the onsite review. No problems were observed.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- Production records from the review period and meal observation on the day of review showed that there are no problems. Students are offered a great variety of fresh, scratch cooked meals. A salad bar that is offered every day provides them with a colorful variety of fresh fruits and vegetables.

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.

Resource Management

While reviewing the district claims it was observed that the financial portion of the claim had not been filled out correctly. Technical assistance was provided Mikael and I am confident this will be corrected moving forward.

Meal Charging- The School Nutrition Program was not able to provide a charging policy/procedure. The policy needs to be documented and submitted to the reviewer. Corrective action is required.

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.

Food Safety and Sanitation- Written food safety Standard Operating Procedures (SOP) were not available. Resources were provided to help develop this. Corrective action is required.

Civil Rights- It was observed that the lunch menu was not available for viewing on the school's website. This is something that should be considered.

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

- Standards and nutrition guidelines for all foods and beverages available 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

It was also observed that the policy provided did not contain an approval date. It is required that school's assess their policies every three years. Without a date, we are not able to validate this. 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

Overall Mikael Anderson provides the students at Lincoln Academy with wonderful scratch cooked meals. All of the staff in the nutrition program provide a very friendly atmosphere and are truly invested in the success of the operation. Taking a little more time to make sure the paperwork is completed in a timely fashion will ensure a successful program that also meets all the regulations that are required. I look forward to working with Mikael and his staff in the future.

Sincerely,



Michele Bisbee
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Lincoln Academy

Local Education Official: Nancy Starmer

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 – 9 applications out of 98 that were selected for review were incorrectly approved or incomplete.

Corrective Action: Submit documentation of completed applications and the updated master list showing that changes have been made.

Date Due: June 20, 2019

Estimated Fiscal Action: 198.62

Finding 2 – Performance Standard 1: Verification – The process of verification was completed late, this is a repeat finding.

Corrective Action: A detailed plan describing how verification will be completed on time needs to be submitted to the reviewer.

Date Due: June 20, 2019

Estimated Fiscal Action: None

Finding 3 – General: Meal Charging Policy – A documented meal charging policy was not available.

Corrective Action: An approved meal charging policy needs to be created and kept on file. A copy needs to be submitted to the reviewer.

Date Due: June 20, 2019

Estimated Fiscal Action: None

Finding 4 - General: Food Safety and Sanitation – SOPs were not available for review

Corrective Action: Develop written SOPs and submit them to the reviewer.

Date Due: COMPLETED

Estimated Fiscal Action: None

Finding 5 - General: Local Wellness Policy – *District does not have an approved, compliant wellness policy.*

Corrective Action: Submit a copy of the approved, compliant policy to the reviewer.

Date Due: June 20, 2019

Estimated Fiscal Action: None

Reviewer's Signature Michele Bisbee Date 5-17-19

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

X 1st Review _____ Revisit

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