



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

Christopher Hopkins
Head of School
Maine Central Institute
295 Main St.
Pittsfield, ME 04967

Dear Mr. Hopkins:

An Administrative Review of the Maine School Institute School Nutrition Program was conducted on April 5, 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 14, 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 cursive script, appearing to read 'Walter Beesley', written over a horizontal line.

Walter Beesley
Child Nutrition Director

WB/MB/pn

Administrative Review Report
Maine Central Institute School Nutrition Program
April 5, 2019

Introduction

The Maine Central Institute 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- 119 students eligible for meal benefits were reviewed. Two incomplete applications were found and 11 students were receiving benefits due to carryover of benefits not being ended. This is a repeat finding. Corrective action is required.

Verification- During the review of the verification process there were many issues that were discussed. The process was started and completed late, when there was a reduction in benefits they did not give 10 days for change and one application was incorrectly verified. Corrective action is required.

Meal Counting and Claiming- Meal counts for the review period were verified.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- On the day of review it was observed that the only milk offered to the grab and go breakfasts was a low fat flavored milk. The 6 breakfasts that were served that morning will not be allowed to be claimed. During lunch both of the items on the serving line were offered with a non-whole grain rich bread. There was a whole grain option but a lot of reimbursable lunches were lost because students were not asked to go back to complete their meal. Beginning in school year 2020 schools will be allowed to offer flavored milk in the low fat variety as long as a fat free option is offered as well. Corrective action is required.

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 not completed correctly, the milk variety offered needs to be recorded. They also offer a wonderful salad bar but do not keep records of it. It was recommended to ensure meeting the vegetable subgroups that a production record for the salad bar be developed.

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

Meal Charging- The School Nutrition Program does not have a charging policy/procedure. Corrective action is required.

General Program Compliance

Food Safety and Sanitation- The current health inspection was posted in public view but last year's inspection could not be found. There were no temp logs available and temperature logs are not kept. Corrective action is required.

Civil Rights- The Non-Discrimination statement on the benefits notification letter needs to be updated. Corrective action is required.

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

- Policy for food and beverage marketing consistent with Maine statute §6662 (3) Food and beverage advertising

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

At MCI students are offered a wonderful variety of meals, a beautiful salad bar and great fruit options. One thing that would be nice to see them work on is a way to capture more of the day students at breakfast time. Growth in the breakfast program would be beneficial to the students and the school.

Sincerely,


Michele Bisbee
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Maine Central Institute

Local Education Official: Christopher Hopkins

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 – *Two incomplete applications and 11 students receiving meal benefits with no documentation on file.*

Corrective Action: Documentation of the applications being completed and/or changes in status need to be submitted to the reviewer. A documented system to ensure that the 30 day carryover for benefits will end after the 30th school day needs to be developed and submitted to the reviewer.

Date Due: June 14, 2019

Estimated Fiscal Action: \$258.08

Finding 2 – Performance Standard 1: Verification – *Verification was started and completed late, incorrect timeline for benefit changes were used and one application was verified incorrectly.*

Corrective Action: Documentation of the change due to verification and a detailed plan as to how this will be corrected for next year need to be submitted to the reviewer.

Date Due: June 14, 2019

Estimated Fiscal Action:

Finding 3 – Performance Standard 2: Meal Components and Quantities - *Meals offered on the day of review did not follow meal pattern requirements.*

Corrective Action: Production records for the week of May 13, 2019 need to be submitted to the reviewer.

Date Due: June 14, 2019

Estimated Fiscal Action:

Finding 4 – General: Meal Charging – *MCI currently has no meal charging policy*

Corrective Action: A meal charging policy needs to be developed, approved and submitted to the reviewer.

Date Due: June 14, 2019

Estimated Fiscal Action: None

Finding 5 - General: Food Safety and Sanitation – *MCI currently has no SOP's on file and temperature logs are not being kept*

Corrective Action: Develop SOP's and send these to the reviewer. Submit a plan to go over the SOP's and a plan to begin keeping temperature logs on file.
Date Due: June 14, 2019
Estimated Fiscal Action: None

Finding 6 - General: Civil Rights – *Incorrect Non-Discrimination statement on some program materials.*

Corrective Action: Submit copies of updated letters to the reviewer.
Date Due: June 14, 2019
Estimated Fiscal Action: None

Finding 7 - 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: June 14, 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.

X 1st Review _____ Revisit

Date Mailed to School/Institution Official _____

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