



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 3, 2019

Marc Gousse
Superintendent
MSAD 76
PO Box 60
Mount Desert, ME 04660

Dear Superintendent Gousse:

An Administrative Review of the MSAD 76 School Nutrition Program was conducted on April 24, 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 3, 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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,


Walter Beesley
Child Nutrition Director

WB/DH/pn

Enclosure

**Administrative Review Report
MSAD 76 School Nutrition Program
April 24, 2019**

Introduction

The MSAD 76 School Nutrition Program was reviewed. Swans Island Elementary 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: All student eligibility was checked and approved correctly.

The Direct Certification list used at the beginning of the school year was not kept. Any time the list is used to provide student eligibility it must be kept on file, either electronically or paper.

Student eligibly from the prior year is used until a new application is submitted or until October 1st of each year. The requirement is that prior year eligibility is good for the first 30 school operating days. This was explained and will be corrected starting next school year.

Meal Counting and Claiming: A review of the February 2019 and March 2019 District Claim for Reimbursement was validated, no errors where noted.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities

Production Records: Production records for the week of March 22, 2019 where reviewed. Both breakfast and lunch meals served meet the Food Based Meal pattern.

Day of Review: Breakfast: two of the student's breakfast meals served did not contain the required three items on their tray. Breakfast meal service requires three items to be taken by the student to count as a reimbursable meal. The required offering is: 1 oz. grain equivalent, 1 cup of fruit (two items can provide this), and 8 oz. of milk. The pancakes prepared onsite only credit as 1.75 oz. of grain equivalent. Two students had one pancake and one 4 oz. juice. Care needs to be taken to serve enough of each item.

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO. This does not include Town Appropriation.

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	111.49%
Percentage of Labor to Total Revenue	50-55%	282.50%
Percentage of Other to Revenue	<u>5-10%</u>	<u>24.62%</u>
	100%	418.61%

Because of the small size of the Swans Island School the income versus target expense ratio is difficult to meet.

Meal Charging: The School Nutrition Program does have 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.

Food Safety and Sanitation: Health Inspection reports were displayed for public view. Written food safety Standard Operating Procedures (SOP) were on file. No findings.

Professional Standards: Professional Standards training hours have not been met. A plan of action has begun to meet the required hours by June 30, 2019. Submit to the Reviewer upon completion a list of the trainings completed, date, and the time of each training.

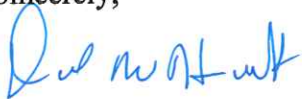
Corrective Action: Corrective action is required as a result of this Administrative Review. The corrective action must be returned to our office by the date specified, along with the enclosed form signed by the Superintendent.

Summary

Kitchen Manager Sue Treadwell does a very good job working toward preparing more of the entrée items served onsite. Every day breakfast includes a hot freshly prepared item. The day of review included on site made pancakes. The students enjoy these items. A discussion was had about the effectiveness of cycle menus. They can help save time in menu planning and can help save money and time when ordering foods.

Keep up the good work.

Sincerely,



David Hartley
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: MSAD 76

Local Education Official: Marc Gousse

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 – Carry over of student eligibility from prior year is 30 school days.

Corrective Action: Submit to the reviewer what steps will be taken to follow the correct carry over time period process.

Date Due: June 3, 2019
Estimated Fiscal Action: N/A

Finding 2 - General: Professional Standards – Required Professional Standards training hours have not been met. A plan of action has been developed.

Corrective Action: Submit to the reviewer a list of the completed professional Standards training hours upon completion. Include a list of the training title, hours for each training, and method the trainings were completed in.

Date Due: June 30, 2019
Estimated Fiscal Action: N/A

Reviewer's Signature  Date 5-3-19

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

1st Review Revisit

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