



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

Tonya Arnold
Superintendent
Maine Academy of Natural Sciences
PO Box 159
Hinckley, ME 04944

Dear Superintendent Arnold:

An Administrative Review of the Maine Academy of Natural Sciences School Nutrition Program was conducted on March 28, 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 May 31, 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 blue ink, appearing to read "Walter Beesley".

Walter Beesley
Child Nutrition Director

WB/MB/pn

Enclosure

Administrative Review Report
Maine Academy of Natural Sciences School Nutrition Program
March 28, 2019

Introduction

The Maine Academy of Natural Sciences 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 application was found to be incomplete, it was missing the adult signature. Corrective action is required.

Verification - The correct timeline for the change in benefits was not used. Corrective action is required.

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- No findings.

Production Records: Technical assistance was provided on filling out production records more clearly. When offering fresh fruit, you should specify the type of fruit being offered as different fruits are credited differently.

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO.

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	60.53%
Percentage of Labor to Total Revenue	50-55%	58.99%
Percentage of Other to Revenue	<u>5-10%</u>	<u>7.87%</u>
	100%	127.39%

General Program Compliance

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

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

The section regarding nutrition standards also needs to be looked at. In the current Wellness Policy, it references policy EFE which refers to Chapter 51. This rule no longer applies and needs to be updated to reflect the current Federal regulations. 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 Katrina and the foodservice staff are doing a very good job. They offer the students nice home cooked lunches and they take the time to get to know their students. It was a pleasure to work with the staff at MeANS.

Sincerely,



Michele Bisbee
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Maine Academy of Natural Sciences

Local Education Official: Tonya Arnold

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 application was found to be incomplete, adult signature missing.*

Corrective Action: Obtain adult signature or change student to full pay

Date Due: Completed

Estimated Fiscal Action: \$9.66

Finding 2 – Performance Standard 1: Verification – *Incorrect timeline for benefit change.*

Corrective Action: Submit a plan to the reviewer explaining how this will be corrected in the future

Date Due: May 31, 2019

Estimated Fiscal Action: None

Finding 3 - 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: May 31, 2019

Estimated Fiscal Action: None

Reviewer's Signature Michele Bisbee

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

Superintendent

Signature of Local Education Agency Official

Title

Date