



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 30, 2019

Deborah Alden
Superintendent
RSU 10
799 Hancock St., Suite 1
Rumford, ME 04276

Dear Superintendent Alden:


An Administrative Review of the RSU 10 Nutrition Program was conducted on May 20, 2019 and May 21, 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 30, 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 Sarah Platt at 624-6879 or email sarah.d.platt@maine.gov.

Sincerely,


Walter Beesley
Child Nutrition Director

WB/SP/pp

**Administrative Review Report
RSU 10 School Nutrition Program
May 20 & 21, 2019**

Introduction

The RSU 10 School Nutrition Program was reviewed. Rumford Elementary School and Mountain Valley High School were 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- Eligibility documentation for 184 students was reviewed. One student was receiving meal benefits incorrectly. The household applied for meal benefits in June of the prior school year. Meal benefit applications must be completed and approved in the current school year. Applications may not be distributed prior to July 1 of the current school year. The household was notified of the error and the benefit status was changed in ten days.

Verification- The verification process was completed correctly.

Meal Counting and Claiming- Meal counts from the March and April 2019 District Claim for Reimbursement were validated and no errors were found. On the day of review, meal counts were taken correctly.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities-

Menu documentation for the breakfast and lunch program was reviewed for the week of March 4, 2019 and during the on-site review. The program does a nice job incorporating semi-scratch cooking methods and a variety of options that students like. The Rice Bar offered on the day of review at Mountain Valley High School was appealing, nutritious and very popular among students.

On the day of review at Rumford Elementary School, it was observed that many students had selected milk with their meal but were not drinking it. This observation was shared with the food service director along with the reminder that students are not required to select milk. A recommendation was made to offer a choice of flavored milk to increase consumption. While flavored milk does contain approximately three teaspoons of added sugar, the essential nutrients it contains are important for the health of kids.

Preschool students eat meals in the classroom, therefore the “Co-mingling flexibility” does not apply and the meal pattern for the Child and Adult Care Food Program (CACFP) must be followed. Technical assistance was provided to assist with streamlining the menu planning at sites with pre-K students.

Production Records: Technical assistance was provided on completing production records properly and ensuring all components are recorded. Lunch production records from the week of review did not consistently reflect all options that were offered. The on-site review validated that

the meal pattern was met however additional detail needs to be recorded on the production records.

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO to be used in comparison of expenses to revenue below:

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	45.74%
Percentage of Labor to Total Revenue	50-55%	48%
Percentage of Other to Revenue	<u>5-10%</u>	<u>3.5%</u>
	100%	97.25%

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

Wellness Policy- The wellness policy was reviewed and is compliant with current regulations.

On-Site Monitoring – No findings.

Training/Professional Standards- Staff are on track for meeting Professional Standards training hours.

Corrective Action

Corrective action is required as a result of this Administrative Review. Please return the enclosed form signed by the Superintendent by the date requested.

Summary

The RSU 10 School Nutrition Program is running very well. The quality and variety of options at the high school was particularly impressive. Staff are knowledgeable about the program and receptive to feedback. It was a pleasure to conduct this review. Keep up the great work!

Sincerely,



Sarah D. Platt, RD, SNS
Child Nutrition Consultant

**Administrative Review
Official Notification of Review Findings and Required Corrective Action**

Local Education Agency: RSU 10

Local Education Official: Deb Alden, Superintendent

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 approved incorrectly.*

Corrective Action: Notify the household of the error and change meal benefit to 'paid'.
Date Due: Corrected during the on-site review.
Estimated Fiscal Action: \$39.31

Finding 2 – Performance Standard 2: Meal Components and Quantities - *Lunch production records at MVHS were incomplete.*

Corrective Action: Submit one week's worth of completed lunch production records for MVHS
Date Due: June 30, 2019
Estimated Fiscal Action: None at this time

Reviewer's Signature Sarah Platt Date 5/30/19

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 04333-0136

Superintendent

Signature of Local Education Agency Official

Title

Date