



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

PAUL R. LEPAGE
GOVERNOR

ROBERT G. HASSON, JR., Ed.D.
COMMISSIONER

November 29, 2018

Ellen Halliday
Superintendent
RSU 29
PO Box 190
Houlton, ME 04730

Dear Superintendent Halliday:

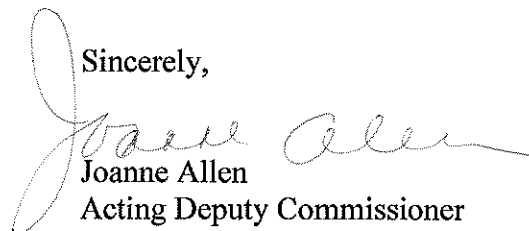
An Administrative Review of the RSU 29 School Nutrition Program was conducted on November 14 & 15, 2018. We appreciated the assistance given by you and your staff.

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 within 45 calendar days of the date of this letter.** 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,


Joanne Allen
Acting Deputy Commissioner

JA/DWH/sjs

Enclosure

**Administrative Review Report
RSU 29 School Nutrition Program
November 14 & 15, 2018**

Introduction

The RSU 29 School Nutrition Program was reviewed. Houlton 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- Corrective action is required.

- Three meal benefit applications were approved incorrectly. Copies of the letters sent home to the families notifying them of the change must also be sent to the reviewer.
- Two students on the sample list did not have documentation available for the status approved as. New documents must be completed and copies sent to the reviewer.

Verification- Was completed correctly.

Meal Counting and Claiming-

Students from Region 2 Vocational Center eat lunch meals at Houlton High School. Students come from surrounding schools. No applications indicating student's status is currently maintained. It was explained to the Food Service Director she must have student eligibility documents to claim the student under the correct status or claim as paid. The sending schools Food Service Director can supply this information.

Students are entered as "Open Student" and their status at the middle school. When entering students for the monthly claim for reimbursement they are transferred to the High School Meal count to prevent an overclaiming error message.

A new excel spreadsheet will be maintained to show the Region 2 students. It will resemble the Daily record form maintained. Information from this will be used for the monthly claim for reimbursement.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities-

- No findings.

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.

Day of Review During lunch 1% white milk and skim chocolate was offered at the beginning of the meal service. During the meal service the chocolate milk ran out, they did not have more

Food Safety and Sanitation- Health Inspection reports were displayed for public view. A sample meal was available. Written food safety Standard Operating Procedures (SOP) were on file. Modifications are needed to contain current actions.

Civil Rights- Corrective action is required.

Non-discrimination Statement - The program is not using the correct USDA and Maine Non-discrimination statements on meal benefit letters sent to families. Sample materials that contain the correct statement are available on the Maine DOE Child Nutrition website.

This is a repeat finding from the prior review on January 10 & 11, 2018.

On-Site Monitoring- On Site Monitoring forms have been completed as required.

Wellness Policy- The wellness policy was reviewed and meets the requirements.

Training/Professional Standards- No findings.

After School Snack Program- an After School Snack Program review was conducted at Southside Elementary School Corrective action is required.

- Prior to the beginning of the snack service a discussion with program staff, they thought students only had to take one item, they could take both. It was explained the student must take both items.
- The tic sheet used for accountability listed both items offered and how many of each item were taken. A new tic sheet will be used that will include the snack for the day, including the serving size, and individual tics for each snack served.
- The individual completing the tic sheet explained that at the end of the snack service she added two or more tics in case she missed any students. It was explained she could not do this. When she is done no more marks are made.
- Schools are required to complete an on-site review form twice per year and the first must occur in the first four weeks of snack service.

Fresh Fruit and Vegetable Program (FFVP)- No findings.

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

Karen Carmichael is a new Food Service Director. She is doing well. Being a new Director, there is a lot to learn and she seems eager to learn the correct way to do things. Staff at Houlton Elementary School work well together and do a good job for their customers. Keep up the good work.

Sincerely,

A handwritten signature in cursive script, appearing to read "David Hartley".

David Hartley
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: RSU 29

Local Education Official: Ellen Halliday

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: Application Errors

Three applications were approved incorrectly.

Corrective Action: A copy of the corrected draft letter must be sent to the reviewer.

Date Due: Completed

Estimated Fiscal Action: \$154.24

Finding 2 – Performance Standard 1: Certificate and Benefit Issuance **Two students did not have eligibility documentation.**

Corrective Action: Submit documentation obtained for students to reviewer.

Date Due: 45 calendars days from the date of the enclosed letter

Estimated Fiscal Action: Undetermined at this time.

Finding 3 – Performance Standard 1: Meal Counting & Claiming Meal counting at Houlton High School includes Region 2

Corrective Action: Submit document that will be used to correctly count and claim Region 2 meals.

Date Due: 45 calendars days from the date of the enclosed letter

Estimated Fiscal Action: n/a – already done above.

Finding 4 – General

Meals prepared for ACAP programs not accounted for correctly and included as A La Carte sales.

Corrective Action: A plan of action to correct and correctly include on the monthly claim must be submitted to the reviewer

Date Due: 45 calendars days from the date of the enclosed letter

Estimated Fiscal Action: n/a

Finding 5 – General Civil Rights

Corrective Action: What plan of action will be implemented to ensure the correct Non-Discrimination statement will be used in the future.

Date Due: 45 calendars days from the date of the enclosed letter
Estimated Fiscal Action: n/a

Finding 6 – General After School Snack Program (ASSP)

Corrective Action: Training must be conducted on the meal pattern and accountability of the ASSP. Submit to the reviewer an agenda of the training and list of attendees.

Date Due: 45 calendars days from the date of the enclosed letter
Estimated Fiscal Action: n/a

Reviewer's Signature *R. M. Hult* Date 12-3-18

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

1st Review Revisit

Date Mailed to School/Institution Official _____

Submit to: Maine Department of Education
Child Nutrition
136 State House Station
Augusta, ME 04333-0136

Send Response no later than 45 calendars days from the date of the enclosed letter

Signature of Local Education Agency Official _____ Superintendent _____ Date _____