



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

December 12, 2018

Bonnie Levesque
Superintendent
RSU 59
205 Main Street
Madison, ME 04950

Dear Superintendent Levesque:

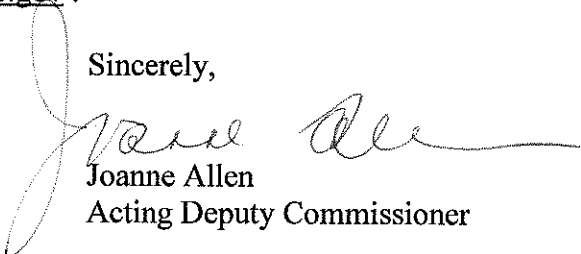
An Administrative Review of the RSU 59 School Nutrition Program was conducted on November 28, 2018. We appreciated the assistance given by you and your staff.

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 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 Stephanie Stambach at 624-6732 or email stephanie.stambach@maine.gov.

Sincerely,


Joanne Allen
Acting Deputy Commissioner

JA/SLS/sjs

Enclosure

cc: Doris Lindblom

**Administrative Review Report
RSU 59 School Nutrition Program
November 28, 2018**

Introduction

The RSU 59 School Nutrition Program was reviewed. Madison Jr High 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- There were two students that were approved for free meal benefits when they should have been reduced, due to an incorrect SNAP number. The family was contacted to confirm the case number; however, it was determined the number provided was a social security number. Because of this, the application must be approved based on income which resulted in the family changing to reduced.

One student was on the student eligibility list as reduced when they should have been paid, as the family had not submitted an application. This was due to human error. Both of the errors mentioned above have been corrected and the families notified of the change. No further action is needed.

Verification- No findings.

Meal Counting and Claiming- No findings.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- A review of the menu and production records showed that the meal pattern requirements are being followed. Keep up the good work.

Production Records: No findings.

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO. Town support in the amount of \$75,000.00 is not included in our comparison of expenses to revenue below:

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	35.50%
Percentage of Labor to Total Revenue	50-55%	73.58%
Percentage of Other to Revenue	<u>5-10%</u>	<u>3.86%</u>
	100%	112.94%

Paid Lunch Equity (PLE) - The program has complied with the PLE requirement by using non-federal funds to offset the need to increase paid lunch prices.

Meal Charging - The School Nutrition Program has a charging policy/procedure, as required.

General Program Compliance

Smart Snacks Competitive Foods Rule- One product found in the vending machine owned by the sports boosters was noncompliant. Per discussion with Doris Lindblom the flavored water is currently not being sold and the button has been covered. No further action is needed.

Food Safety and Sanitation- No findings.

Civil Rights- No findings.

Wellness Policy- No findings

Fresh Fruit and Vegetable Program (FFVP)- The FFVP was observed and apples were offered for snack. It was noted that many apples were returned to the kitchen to be discarded. Suggestions were provided to reduce the amount of waste in the program.

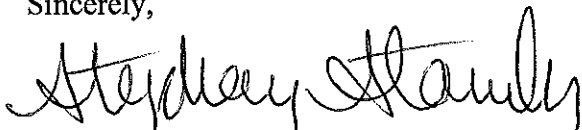
After School Snack Program- Portion sizes for the items offered were not documented to ensure the snack meal pattern is being met. Technical assistance was provided and portion sizes have been added to the snack production record. No further action is needed.

Corrective Action- Corrective action has been taken as a result of this Administrative Review as outlined on the enclosed form. The enclosed form must be signed by the Superintendent and returned to our office by the date specified.

Summary

The RSU 59 School Nutrition Program is a well-run program. Doris Lindblom does a great job overseeing the program in addition to her other duties and attends training regularly. The cafeteria is an inviting place to eat and the staff has a strong understanding of program requirements. The school food pantry and aquaponics class were particularly impressive. It was a pleasure to review this program.

Sincerely,



Stephanie Stambach MS, RD, SNS
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: RSU 59

Local Education Official: Bonnie Levesque

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: *Meal Access and Reimbursement*

Three students receiving incorrect meal benefits

Corrective action: N/A- corrections were made while the reviewer was on site

Date Due:

Estimated Fiscal Action: To be determined

Finding 2 – General: *Smart Snacks Competitive Foods Rule*

One noncompliant product found in the vending machine at Madison Jr. High School

Corrective action: N/A- this has already been fixed per email from Doris Lindblom

Date Due:

Estimated Fiscal Action: None

Finding 3 - General: *After School Snack Program*

Portion sizes were not documented for the snack items served

Corrective action: N/A- a copy of the production record indicating portion sizes has been sent to the reviewer.

Date Due:

Estimated Fiscal Action: None

Reviewer's Signature Stephan Hawley Date 12/11/18

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

X 1st Review Revisit

Date Mailed to School/Institution Official 12/12/18

Submit to: Maine Department of Education
Child Nutrition
23 State House Station
Augusta, ME 04333-0023

Send Response no later than 45 calendar days from date on enclosed letter

<u>Signature of Local Education Agency Official</u>	<u>Superintendent</u>	<u>Date</u>
	<u>Title</u>	