



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

April 8, 2019

Michael Tracy
Superintendent
RSU 74
PO Box 219
North Anson, ME 04958

Dear Superintendent Tracy:

An Administrative Review of the RSU 74 School Nutrition Program was conducted on March 12, 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 1, 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,



Walter Beesley

Child Nutrition Director

WB/MB/pn

Enclosure

**Administrative Review Report
RSU 74 School Nutrition Program
March 12, 2019**

Introduction

The RSU 74 School Nutrition Program was reviewed. Garret Schenck 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- RSU 74 participates in the Community Eligibility Provision (CEP); no student applications are collected.

Verification- The report has been filed on time

Meal Counting and Claiming- No problems were observed

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- During the menu review period there were two days that an insufficient vegetable offering was recorded, not enough dark green vegetable was served for the week, and insufficient fruit served at breakfast one day. On a day that they had a two hour delay they opted for a Notable Breakfast Pack and forgot to offer an additional fruit to bring the total to a full cup. Corrective action will be required.

Production Records: Production records need to be updated. The correct serving sizes need to be reflected. This includes making sure that fruit and vegetable serving sizes are in volume and meat/meat alternate and grain serving sizes are in weight. RSU 74 has a Pre-K program that is not comingled during meal times. While they are following the CACFP meal pattern requirements they need to maintain a separate production record to clearly document this. Corrective action will be required.

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 \$18,345 is not included in our comparison of expenses to revenue below:

| SY 2018 | Target | Actual |
|--------------------------------------|---------------|---------------|
| Percentage of Food to Total Revenue | 35-40% | 38.04% |
| Percentage of Labor to Total Revenue | 50-55% | 59.09% |
| Percentage of Other to Revenue | <u>5-10%</u> | <u>6.27%</u> |
| | 100% | 103.40% |

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 Tammy is doing a wonderful job managing her program. The staff at Garret Schenck School are well trained and very invested in the program and the wellbeing of the children. It was a pleasure to work with Tammy and her staff.

Sincerely,



Michele Bisbee

Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: RSU 74

Local Education Official: Michael Tracy

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 2: Meal Components and Quantities - *Menu documentation from the review period showed that vegetables were insufficient on two days and fruit was insufficient on one day.*

Corrective Action: Production records from the week of April 1, 2019 will need to be submitted to the reviewer.

Date Due: May 1, 2019

Estimated Fiscal Action: None for first offense

Finding 2 – Performance Standard 2: Production Records – Incorrect serving sizes were being recorded on the production records

Corrective Action: Production records from the week of April 1, 2019 will need to be submitted to the reviewer.

Date Due: May 1, 2019

Estimated Fiscal Action: N/A

Finding 3 – Performance Standard 2: Production Records - *Production records for the Pre-K program were not being maintained.*

Corrective Action: Develop and maintain production records for the Pre-K program immediately and please submit production records from the week of April 1, 2019 to the reviewer.

Date Due: May 1, 2019

Estimated Fiscal Action: N/A

Reviewer's Signature Michele Bisbee

Date 4/8/19

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

X 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