



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 9, 2020

Kenneth Johnson
Superintendent
RSU 85/MSAD 19
PO Box 190
Eastport, ME 04631

Dear Superintendent Johnson:

The RSU 85/MSAD 19 Nutrition Program was reviewed on December 11, 2019 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation required. Please submit a detailed response for each of the review findings listed in the report. Responses must be submitted through CNPweb, Maine Department of Education Child Nutrition's Administrative Review software, 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

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. 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.

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov.doefiles/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

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,



Walter Beesley
Child Nutrition Director

WB/DH/pp

Enclosure



SNP Administrative Review Findings

RSU 85/MSAD 19 (662)

Program Year 2020

RSU 85/MSAD 19 (662)
100 High Street
Eastport, ME 04631

Food Service Contact

Executive Contact

No. of Sites / Reviewed: 1 / 1
Month of Review: November 2019

Commendations

- * Kitchen staff maintain a clean and well-maintained kitchen. Students receive a good balance meal in a friendly environment. Participating in CEP removes any issues with students that owe money. Darlene and Brenda do a good job working with their customers, there students

Technical Assistance

- * Menu signage describing to student's what meal components to take in order to receive a reimbursable meal was not posted as required. TA was given and menu signage was provided and posted while the reviewer was on site.
* The current meal charging procedure states that an alternate meal will be provided to students who have a debt to their school nutrition account. The State of Maine has passed a law stating this practice can no longer be used. Each student must be offered the full reimbursable meal that is offered. The current charging policy must be updated to reflect this.

General Program Compliance - RSU 85/MSAD 19 (662)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 9000: Wellness Policy

Current Wellness Policy is in the process of revision

Corrective Action:

Provide Reviewer with the updated policy once it has been approved. Due date: June 30, 2020

1400. Food safety plan – contain required elements, copy available at each school?

Finding 9000: Other Finding

SOPs are needed for daily tasks completed by the Food Service Program. This helps when an individual is out sick as well as a reference to make sure the proper procedures are followed.

Sample SOP's can be found at: www.theicn.org.

Corrective Action:

Submit to the reviewer a plan of action and completion date for developing written Standard Operating Procedures.

Date Due: February 10, 2020.

1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?

Finding 9000: Summer Food Service Outreach

AOS 77 does not do outreach for local summer programs

Corrective Action:

AOS 77 will place Summer Food Service Outreach information on their June menus going home to students in the form of the web address https://www.fns.usda.gov/summerfoodrocks Date Due: February 10, 2020

SNP Administrative Review Findings

RSU 85/MSAD 19 (662)

Program Year 2020

Lubec Consolidated School (663)
100 High Street
Eastport, ME 04631

Food Service Contact
Darlene Wright
Food Service Director
2077335561

Month of Review: November 2019

Date of Onsite Review: December 11, 2019

Meal Components & Quantities - Lubec Consolidated School (663)

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

Technical Assistance:

The school was provided technical assistance during the on-site visit. Signage was sent to the central office to be delivered to the school.

David hartley