



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

January 17, 2020

Dianne Helprin  
Superintendent  
Appleton Public Schools  
444 Camden Road  
Hope, ME 04847

Dear Superintendent Helprin:

The Appleton Public Schools Nutrition Program received a follow up review on December 12, 2019 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

The enclosed Official Notification of Administrative 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

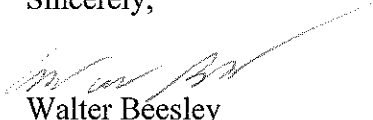
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 must 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/doe/files/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 Michele Bisbee at 624-6708 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,



Walter Beesley  
Child Nutrition Director

WB/MB/pp

Enclosure

**Follow Up Findings**

**Appleton Public Schools (9)**

*Program Year 2020*

**Appleton Public Schools (9)**  
444 Camden Road  
Hope, ME 04847

**Food Service Contact**  
Toni Clark  
Food Service Director  
2077854504

**Executive Contact**

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

**Technical Assistance**

- \* Applications with the same pay frequency indicated were being converted to annual. This is unnecessary and allows for more chances of human error.
- \* A confirmation review was not conducted at the correct point in the verification process. Technical assistance was provided on when this should take place and it was suggested that the verifying official attends our verification training next fall.
- \* Before the start of breakfast it was observed that they were only offering 1 type of milk. This was corrected prior to service and it was discussed how a variety must be offered at breakfast and it must be recorded as such on the production records.
- \* Technical assistance was provided to Toni to provide her with a better understanding of how to handle complaints of discrimination.
- \* Upon arrival the "And Justice for All" poster was located on the hood inside the kitchen. This was immediately corrected and proper locations for these were discussed.
- \* Ghost trays were not being kept the week of the onsite. It was discussed that this needs to be a regular part of every meal service.

**Certification and Benefit Issuance - Appleton Public Schools (9)**

*123. On-site observation validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions?*

**Finding 9000: Other Finding**

Applications are not being approved within the required time frames

**Corrective Action:**

A plan will need to be submitted to the State Agency detailing how this process will be completed correctly in the future.

Corrective action due 2/14/20

**Verification - Appleton Public Schools (9)**

*209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?*

**Finding 9039: Applications not properly selected for verification.**

The applications selected for verification were not appropriately selected for the sample size option used. The error prone method must be the first choice. The application chosen was not error prone and the school did have an error prone application available.

**Corrective Action:**

A plan needs to be submitted to the State Agency detailing how this will be corrected in the future.

Corrective action due 2/14/20

**Follow Up Findings**

Appleton Public Schools (9)

*Program Year 2020***General Program Compliance - Appleton Public Schools (9)**

1219. Validate OFS #1209 - Employees outside of the School Nutrition Program with School Nutrition Program duties receive training?

**Finding 9000: Other Finding**

The approving official has not completed annual civil rights training

**Corrective Action:**

Susan Stillwell will need to complete our civil rights training and submit documentation to the state agency to validate that this has been done.

Corrective action due 2/14/20

Follow Up Findings

Appleton Public Schools (9)

Program Year 2020

Meal Components & Quantities - Appleton Village School (10)

400. DOR – all required components available during entire meal service, all lines? Enter data.

**Finding 9000: Other Finding \*Repeat Finding**

Grain item served at lunch was found to not be whole grain rich, this is a repeat finding from the previous two reviews.

**Corrective Action:**

Production records from the week of January 13th will need to be submitted to the reviewer for validation.

Corrective action due: 1/27/20

Estimated Fiscal Action: \$127.53

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. \*Repeat Finding**

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).

**Corrective Action:**

Signage must be displayed and a picture showing this needs to be submitted to the State Agency

Corrective action: Completed

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

**Finding 9081: Review of Productions records expanded to the entire Review Period.**

Based on a review of production records and other supporting food crediting documentation for the entire Review Period, some meals served during the Review Period did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Review Period meals missing required meal components:

No legumes were planned or served during the review period. Meal pattern errors are a consistent area of concern at Appleton Village School. Because of the repeat findings in this area Appleton is no longer eligible for performance based reimbursement. Performance based reimbursement is an extra \$.07 per lunch when your menus are State Agency certified. Because of this the menus at Appleton Village School will need to be re-certified.

**Corrective Action:**

Production records from the week of January 13th will need to be submitted to the reviewer for validation.

Corrective action due 1/27/20

Estimated Fiscal Action: \$2793.06



Michele Bisbee  
Child Nutrition Consultant  
[michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov)  
207-624-6708