



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 11, 2020

Kenneth Johnson
Superintendent
Charlotte Public Schools
PO Box 190
Eastport, ME 04631

Dear Superintendent Johnson:

The Charlotte Public Schools Nutrition Program was reviewed on February 25, 2020 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.doel/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 Kaitlyn Fayle at 624-6666 or email Kaitlyn.fayle@maine.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Walter Beesley", with a long horizontal flourish extending to the right.

Walter Beesley
Child Nutrition Director

WB/KF/pp

Enclosure

SNP Administrative Review Findings**Charlotte Public Schools (130)***Program Year 2020***Charlotte Public Schools (130)**100 High Street
Eastport, ME 04631**Food Service Contact**Tammy Downes
Food Service Director
207-454-2668No. of Sites / Reviewed: 1 / 1
Month of Review: January 2020**Commendations**

- * Tammy Downes, Food service Director has worked hard to adhere to the many program regulations. Any issues discovered were quickly acknowledged and set right going forward. Tammy has a great relationship with the students at Charlotte Elementary School, where the program participation is excellent. Keep up the great work.

Technical Assistance

- * When going to a lesser meal benefit due to verification, families should be notified and given 10 calendar days before their eligibility status changes. The application selected for verification at Charlotte School was given 6 calendar days before it was changed to a lesser benefit.
- * Prior to conducting any verification activity, an individual other than the original reviewing official must review each approved application selected for verification to ensure that the initial determination was accurate. The confirmation review must be done by an individual other than the person or software who made the initial eligibility determination. A confirmation review was not conducted at Charlotte Elementary School going forward. Christian Arnold, the Confirmation Official, will work with Tammy Downes in the future to make sure the verification process is carried out correctly.

Certification and Benefit Issuance - Charlotte Public Schools (130)*126. Certification Benefits/Issuance Review Method, applications correctly approved?***Finding 9017: The application approval process is not implemented correctly.**

Based on the selected students, eligibility determination errors were found, as listed on the SFA-1. Two applications and four students were found to be incorrectly approved for free benefits. Due to the small enrollment of the school, these two application errors will make the error rate for approved applications exceed the error rate threshold to require a second review of applications. in SY 2021 and the completion of the FNS 874 report.

Corrective Action:

Send the reviewer copies of the letters sent home to parents stating eligibility changes will be made for the students with incorrect application approvals.

Due Date: 4/3/2020

General Program Compliance - Charlotte Public Schools (130)*808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?***Finding 9000: Maine Civil Rights Statement Missing**

In addition the Federal Civil Rights Statement, the Maine Civil Rights statement is also required on all program materials going home to parents. The Maine Civil Rights Statement was missing from the districts Verification Notification letter.

Corrective Action:

Send the reviewer a copy of the Verification Notification letter that will be used going forward with both Federal and Maine Civil Rights statements.

Due Date: 4/1/2020

SNP Administrative Review Findings**Charlotte Public Schools (130)***Program Year 2020***Meal Components & Quantities - Charlotte Elementary School (131)***410. Review period menus and production records - Quantities and meal pattern requirements not met***Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Weekly Meat/Meat Alternate requirements were not met, the School is required to offer a total of 9oz. during the week, it was determined that only 8oz were available during the week of review.

Corrective Action:

Send the Reviewer one week (5 days) of production records for review for compliance with the meal pattern.

Due Date 4/1/2020

General Program Compliance - Charlotte Elementary School (131)*1408. Temperature logs available?***Finding 9149: Temperature logs unavailable for review.**

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs were not available for review.

Corrective Action:

Send reviewer a photo of documented temperature logs for all coolers and freezers for the month of March 2020

Due Date: April 1, 2020