



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 12, 2020

Howard Tuttle
Superintendent
RSU 12
665 Patricktown Rd.
Somerville, ME 04348

Dear Superintendent Tuttle:

The RSU 12 Nutrition Program was reviewed on January 27 & 28, 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.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 Sarah Platt at 624-6879 or email sarah.d.platt@maine.gov.

Sincerely,



Walter Beesley
Child Nutrition Director

WB/SP/pp

Enclosure

SNP Administrative Review Findings**RSU 12 (1451)***Program Year 2020***RSU 12 (1451)**665 Patricktown Road
Somerville, ME 04348**Food Service Contact**Mike Flynn
Director, Student Nutrition Services
2075921965**Maine DOE Contact**Sarah Platt, RD, SNS
136 State House Station
Augusta, ME 04333
207-624-6879
Sarah.d.platt@maine.gov

No. of Sites / Reviewed: 5 / 1

Month of Review: December 2019

On-site Review: January 27 & 28, 2020

Commendations

- * Overall, the RSU 12 School Nutrition Program is running well. Staff were receptive to feedback and quick to make corrections when necessary. Having a full-time food service director to oversee daily operations has been a positive change for the program. Keep up the good work!

Technical Assistance

- * When unpaid meal charges become uncollectable, they are considered bad debt. Bad debt may not be paid from the Federal school nutrition program and must be paid by another source.
- * Local Wellness policies need to be assessed for compliance every three years. During the next assessment and revision process, the reference to policy EFE should be removed as it is not compliant with current guidance.
- * Meal service for Pre-k students takes place in their classroom. Therefore, the CACFP meal pattern for preschool students must be followed. A copy of the CACFP meal pattern was provided to Mike Flynn, Food Service Director.
- * When processing free and reduced-price meal applications, the names of all household members need to be reported in the Household section.
- * Maine DOE Child Nutrition policy and procedures requires that meal counts be validated for a second claim for reimbursement in addition to the required month of review. The November 2019 Claim for Reimbursement was selected, and it was noted that full price student lunches were under claimed by 36 meals. (claimed 1437 should have been 1473). Mike Flynn completed a claim revision.
- * A review of the November 2019 Claim for Reimbursement showed that dried apricots was claimed for reimbursement under the Fresh Fruit & Vegetable Program (FFVP). The November Claim for reimbursement was revised.

Certification and Benefit Issuance - RSU 12 (1451)*126. Certification Benefits/Issuance Review Method, applications correctly approved?***Finding: Eligibility Approval Errors**

288 students eligible for meal benefits were selected for review. Five eligibility determination errors were found, as listed on the SFA-1.

Corrective Action:

Student eligibility errors were correct during the on-site review and households were notified of the change.

Date Due: Corrected onsite

Estimated Fiscal Action: \$65.21

SNP Administrative Review Findings

RSU 12 (1451)

Program Year 2020**Windsor Elementary School (517)**665 Patricktown Road
Somerville, ME 04348**Food Service Contact**Mike Flynn
Director, Student Nutrition Services
2075921965

Month of Review: December 2019

Date of Onsite Review: January 27, 2020

Meal Components & Quantities - Windsor Elementary School (517)

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding: Planned quantities of vegetables did not meet meal pattern requirements

Insufficient offering (1/2 cup) of vegetable on three days.

Insufficient bean/legume subgroup offered.

Insufficient fruit (1/2 cup) offered one day.

Corrective Action:

Submit 5 days of production records to show quantities of fruit, vegetables and vegetable subgroups are offered. Upload documentation into CNPWeb under the Corrective Action section.

Date Due: 3/14/2020

Estimated Fiscal Action: None at this time