



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

January 10, 2020

Kenneth Healey  
Superintendent  
RSU 16  
3 Aggregate Road  
Poland, ME 04274

Dear Superintendent Healey:

The RSU 16 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.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 Adriane Ackroyd at 624-6726 or email [Adriane.ackroyd@maine.gov](mailto:Adriane.ackroyd@maine.gov).

Sincerely,

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

Walter Beesley  
Child Nutrition Director

WB/AA/pp

Enclosure

**SNP Administrative Review Findings****RSU 16 (1456)***Program Year 2020*RSU 16 (1456)  
3 Aggregate Road  
Poland, ME 04274**Food Service Contact**  
Ellen Dore  
Food Service Director  
2079985400**Executive Contact**No. of Sites / Reviewed: 5 / 1  
Month of Review: November 2019**Commendations**

- \* RSU 16 must be commended for their dedicated, caring food service staff. At Elm Street School, kitchen staff worked well with students and knew the meal pattern exceptionally well. Ellen Dore, the Food Service Director, is very hardworking and organized. She was quick to correct any concerns and goes above and beyond to ensure her program is a success.
- \* The salad bar at Elm Street School is exceptional. There are many options for students to choose from. It's colorful and well labeled and should be considered a model for other schools to follow.
- \* The breakfast cart at Elm Street School was utilized very well. Students were excited to see it and staff used it to its full potential. This is a wonderful resource for the school.

**Technical Assistance**

- \* Technical Assistance was provided to Elm Street School staff on the need to ensure two milk varieties are offered at each meal. Flavored milk is not offered at breakfast so two varieties of white milk must be offered. On day of review, 1% white and skim were served at breakfast.
- \* Elm Street School has a Pre-K program. At lunch, the Pre-K students eat in their classroom. Pre-K service was not observed the day of review as the students were not in class that day. Technical Assistance was provided on the need to follow the Child and Adult Care Food Program Pre-K meal pattern for lunch since the students are not co-mingled with the other grades.

**Certification and Benefit Issuance - RSU 16 (1456)***126. Certification Benefits/Issuance Review Method, applications correctly approved?***Finding: The application approval process is not implemented correctly.**

Based on the selected students, eligibility determination errors were found. In total, there were six application errors. One application missed a member of the household. The Food Service Director has already followed up to confirm household number and made the correction.

**Corrective Action:**

Corrective Action has already been completed. Ellen Dore has updated the students' statuses in the POS meal benefit delivery system and notified the households of the change. Households losing a benefit were provided with 10 calendar days grace period. Copies of the notification letters have been provided.

Deadline: N/A

Estimated Fiscal Action: \$117.50

**Verification - RSU 16 (1456)***209. Review of verified applications – properly selected, replaced applications correctly, verified correctly?***Finding: Selected applications not verified correctly.**

Based on the verified applications selected for review, the post verification determination was incorrect for one application. One verified household did not submit all required information. Back-up for several categories of listed income on the application was not provided; however, the verification process was completed by the SFA.

**Corrective Action:**

Corrective Action has already been completed. The SFA followed up with the household who chose to opt out of completing

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**SNP Administrative Review Findings****RSU 16 (1456)***Program Year 2020*

the verification process and be changed to paid status. Correct timelines were followed with this process.

Deadline: N/A

Estimated Fiscal Action: None

**Technical Assistance:**

Technical Assistance was provided on the verification process and required timelines.

SNP Administrative Review Findings

RSU 16 (1456)

Program Year 2020

Elm Street School-Mechanic Falls  
(292)  
3 Aggregate Road  
Poland, ME 04274

Food Service Contact  
Ellen Dore  
Food Service Director  
2079985400

Month of Review: November 2019

Meal Components & Quantities - Elm Street School-Mechanic Falls (292)

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

**Finding: 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.

**Corrective Action:**

Corrective Action is not required. On the day of review, signs were created and posted for both breakfast and lunch.

Deadline: N/A

Estimated Fiscal Action: None

**Technical Assistance:**

The school was provided technical assistance during the on-site visit.

General Program Compliance - Elm Street School-Mechanic Falls (292)

1407. SFA written food safety plan implemented?

**Finding: Food Safety Plan**

At Elm Street School, the food safety plan was not properly implemented in certain areas.

- Food temperatures were not properly documented.
- Some ceiling tiles in the kitchen were in disrepair; this was noted on the most recent health inspection.
- Debris/buildup observed under the 3-bay sink in the kitchen.
- The walk-in freezer was not maintaining a temperature 0 degrees or below.
- Milk crates were observed on the floor in the walk-in freezer.
- Items were stored very close to the ceiling in the walk-in refrigerator.
- Unallowable jewelry observed during onsite visit, which does not comply with the school's SOPs.

**Corrective Action:**

Train Elm Street School staff on Standard Operating Procedures, including temperature requirements and safe storage techniques. Please ensure temperatures are taken and recorded as required. Replace ceiling tiles in the kitchen and clean below the 3-bay sink. Have freezer serviced and ensure items stored in freezer and refrigerator are stored safely. Provide written documentation to your reviewer when these items are complete.

Deadline: February 7, 2020

Estimated Fiscal Action: None

**Technical Assistance:**

Technical Assistance was provided on the need to take and document temperatures of potentially hazardous foods. Temperatures must be taken and recorded when they have finished cooking and prior to service.

Technical Assistance provided on the need to ensure staff follow Standard Operating Procedures (SOPs). In addition, please ensure staff are trained annually on SOPs and they sign off that training was received.



**SNP Administrative Review Findings**

**RSU 16 (1456)**

*Program Year 2020*

Adriane Ackroyd, MPH, RD  
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207-624-6726