



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 3, 2020

Roberta Hersom
Superintendent
RSU 49/MSAD 49
8 School Street
Fairfield, ME 05937

Dear Superintendent Hersom:

The RSU 49/MSAD 49 Nutrition Program was reviewed on January 21, 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

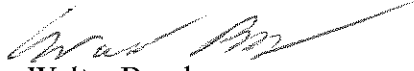
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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/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 Stephanie Stambach at 624-6732 or email stephanie.stambach@maine.gov.

Sincerely,



Walter Beesley
Child Nutrition Director

WB/SS/pp

Enclosure

SNP Administrative Review Findings**RSU 49/MSAD 49 (826)***Program Year 2020***RSU 49/MSAD 49 (826)**41 West Street
Fairfield, ME 04937**Food Service Contact**Daniel Chamberlain
Director of School Nutrition
2074534200**Maine DOE Contact**Stephanie Stambach MS, RD, SNS
136 State House Station
Augusta, ME 04333
207-624-6732
stephanie.stambach@maine.gov

No. of Sites / Reviewed: 6 / 2

Month of Review: December 2019

Commendations

- * School nutrition staff at both Clinton Elementary School and Lawrence High School were knowledgeable and well trained. Dan Chamberlain does a nice job overseeing the program and was quick to make any necessary changes. Heather Drew-Clark oversees two kitchens and is eager to learn and try new menu ideas. The production records were particularly impressive at Clinton Elementary School, as they were thorough and complete. It was a pleasure to review this program.

Technical Assistance

- * Based on the December 2019 claim for reimbursement, the a la carte program did not make a profit. Expenditures and revenues should be carefully reviewed to ensure they are accurate.
- * Last school year, a second chance breakfast was offered at Lawrence High School and was discontinued this year due to scheduling. It was noted that breakfast counts are low compared to last year (913 total breakfasts served for December 2019 compared to 1,821 total breakfasts served for December 2018). It was suggested to place breakfast carts in a high traffic area to reach more students. There is grant funding available through the Child Nutrition office to support these costs. There are many benefits to eating school breakfast, including increased attention and learning.
- * At Clinton Elementary School, food thermometers were not being calibrated. They must be calibrated at least one day per week and when dropped as stated in the district's food safety Standard Operating Procedures (SOP's). Ghost trays, or a sample meal, were also not kept and must be maintained for 48 hours for food safety reasons.
- * The Headstart students at Clinton Elementary School eat meals in their classroom and therefore the CACFP meal pattern must be followed. Technical assistance was provided to Dan Chamberlain on the differences between the CACFP meal pattern and NSLP meal pattern.

Certification and Benefit Issuance - RSU 49/MSAD 49 (826)*137. Eligibility determination correctly transferred to POS Benefits Issuance document?*

Finding: The eligibility determination benefit category is not accurately transferred to the benefit issuance document. 420 students eligible for meal benefits were selected for review. 14 students were listed as free when there was no documentation to support their meal status. It was found that in Infinite Campus the 30-school day status carryover from the prior year did not end date. This resulted in multiple students receiving free meal benefits when they should have been changed to paid.

Corrective Action:

1. Distribute meal benefit applications to families and notify reviewer of result.
2. Notify reviewer of plan to prevent this issue in the future, including the steps taken. Upload plan in CNPWeb under the Corrective Action section.

Date Due: March 31, 2020

Estimated Fiscal Action: \$911.33

Meal Counting & Claiming - RSU 49/MSAD 49 (826)*313. On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?***Finding: Alternate serving location forms not completed**

There are two schools where meals are served in an alternate serving location, or outside of the school cafeteria- the annex

SNP Administrative Review Findings

RSU 49/MSAD 49 (826)

Program Year 2020

at Lawrence High School and the Headstart at Clinton Elementary School. An alternate serving location form must be completed to ensure staff who are counting meals have received proper training.

Corrective Action:

The alternate serving location forms were completed after the on-site review was completed. **Corrective action is complete.**

Date Due: N/A

Estimated Fiscal Action: None

*313. On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?***Finding: No written meal charging procedures available**

RSU 49 does not have a written meal charging procedure, including handing unpaid meals. This is a requirement.

Corrective Action:

Submit a copy of the written procedures to the reviewer. Upload plan in CNPWeb under the Corrective Action section.

Date Due: March 31, 2020

Estimated Fiscal Action: None

General Program Compliance - RSU 49/MSAD 49 (826)*810. Non-discrimination on appropriate Program materials?***Finding: Incorrect non-discrimination on program materials**

The non-discrimination statement used on program materials did not include the Maine non-discrimination statement as required. This is to ensure all protected classes are included.

Corrective Action:

Program materials were updated prior to the onsite review. **Corrective action is complete.**

Due Date: N/A

Estimated Fiscal Action: None

Clinton Elementary School (829)

41 West Street
Fairfield, ME 04937

Food Service Contact

Daniel Chamberlain
Director of School Nutrition
2074534200

Month of Review: December 2019

Date of Onsite Review: January 22, 2020

General Program Compliance - Clinton Elementary School (829)*1406. Most recent Food safety inspection posted, visible to public?*

Finding: Most recent food safety inspection report is not posted in a publicly visible location.

Corrective Action:

The health inspection report was posted immediately while the reviewer was onsite.

Due Date: N/A

Estimated Fiscal Action: None

SNP Administrative Review Findings

RSU 49/MSAD 49 (826)

Program Year 2020

Lawrence High School (830)
41 West Street
Fairfield, ME 04937

Food Service Contact
Daniel Chamberlain
Director of School Nutrition
2074534200

Month of Review: December 2019
Date of Onsite Review: January 21, 2020

Meal Components & Quantities - Lawrence High School (830)

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

Finding: Non-whole grain rich breadstick offered for lunch

A non-whole grain rich breadstick was offered for lunch on the day of review, which cannot be counted towards the grain component.

Corrective Action:

In the future a whole grain version must be offered and has already been put into place. **Corrective action is complete.**

Date Due: N/A

Estimated Fiscal Action: None at this time; potential for repeat findings in future reviews.

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

Finding: Non-whole grain cereal offered at breakfast

Corrective Action:

The cereal was removed from the breakfast offerings prior to the onsite review

Date Due: N/A

Estimated Fiscal Action: None at this time; potential for repeat findings in future reviews.

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

Finding: Portion sizes missing on production records

Portion sizes were not documented for some daily entree choices and side options.

Corrective Action:

Submit 1 week (5 consecutive days) of completed lunch production records to the reviewer. Upload documentation into CNPWeb under the Corrective Action section.

Due Date: March 31, 2020

Estimated Fiscal Action: None

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

Finding: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Production records were reviewed to determine compliance with the grade 9-12 meal pattern. It was determined that insufficient legume was offered. A minimum of 1/2 cup legumes must be offered over the course of the week.

Corrective Action:

Submit 1 week (5 consecutive days) of completed lunch production records to the reviewer. Upload documentation into CNPWeb under the Corrective Action section.

Due Date: March 31, 2020

Estimated Fiscal Action: None at this time; potential for repeat findings in future reviews.