



SNP Administrative Review Findings

Brunswick Public Schools (94)

Program Year 2023

Brunswick Public Schools (94)

46 Federal Street
Brunswick, ME 04011

Food Service Contact

Mr. Scott Smith
Director of Facilities, Grounds and
Food Service
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Executive Contact

Mr. Phil Potenziano
Superintendent of Schools
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No. of Sites / Reviewed: 4 / 1
Month of Review: November 2022

Commendations

- * Thank you to Scott Smith and Jai Wescott for assisting with the Brunswick School Nutrition Program Administrative Review. Breakfast and lunch service was observed at Kate Furbish Elementary School. We appreciated the time and assistance provided by the staff.
* Carrie Fulton, kitchen manager at Kate Furbish Elementary School, keeps excellent production records to document that the meals served meet the meal pattern requirements. Overall, school nutrition staff is doing a great job meeting the meal pattern.

Technical Assistance

- * Food thermometers must be calibrated/checked for accuracy and recorded at least once per week. It was found that staff at Kate Furbish Elementary School calibrate less often. A simple way to do this is pick one day and calibrate on the same day each week. It can then be recorded on the production record or a separate log.

Certification and Benefit Issuance - Brunswick Public Schools (94)

126. Certification Benefits/Issuance Review Method, applications correctly approved?

Finding 9000: Three meal benefit applications were incorrectly approved for free meals

A total of 265 students certified for free and reduced meal benefits were reviewed to ensure the correct benefit was given. There were two applications where a household member wrote "decline to provide" or "prefer not to answer" under the income section. This is considered a self-denied application and the application would be processed as paid. In instances where the income section is left blank or a household member writes zero income, that application can be processed as free, according to federal regulations.

On one application, the household member did not indicate frequency of income. The family was contacted, and it was found that the application should've been processed as paid.

Technical Assistance:

The program is in its base year of implementing Special Provision 2. The claiming percentages that are being established in the base year must be accurate to ensure accurate claim for the remainder of the cycle.

Corrective Action:

In Nutri Kids, eligibility of the identified students was changed from free to paid status. In CNP web, revise the October 2022 & November 2022 claims based on email instruction from the reviewer.

Corrective Action Deadline: February 24, 2023

Estimated Fiscal Action: \$37.89 (difference between severe need free and paid breakfasts)



SNP Administrative Review Findings

Brunswick Public Schools (94)

Program Year 2023

Kate Furbish Elementary School (95) Food Service Contact

46 Federal Street
Brunswick, ME 04011

Month of Review: November 2022

Meal Counting & Claiming - Kate Furbish Elementary School (95)

318. *DOR - accurate meal counts by category at POS? Enter data.*

Finding 9000: Meals Counted for Reimbursement Prior to Being Served to Students

During lunch, a teacher was observed taking a meal for a student and the meal was claimed for reimbursement without the student being present. Meals may only be counted and claimed at the point when the student has received a reimbursable meal. There must be a process in place to ensure the meal is counted upon receipt, such as a student roster that is returned to the kitchen.

Corrective Action:

Develop and implement an allowable meal counting and claiming procedure for claiming meals for students who are not able to come to the cafeteria to select their own meal. Describe this procedure on the Maine DOE Child Nutrition 'Alternate Service Location' form and submit via CNPweb.

Corrective Action Deadline: February 24, 2023

318. *DOR - accurate meal counts by category at POS? Enter data.*

Finding 9000: Pre-K meals are not counted at the point of service

Pre-K students eat and are counted in the classroom. During lunch observation, it was noted that the morning signup sheet is used for lunch meal counts. This is not an acceptable meal counting method. Meals can only be counted and claimed at the "point of service" or when a student receives a meal.

Corrective Action:

Develop and implement an allowable meal counting and claiming procedure for Pre-K classrooms. Describe this procedure on the Maine DOE Child Nutrition 'Alternate Service Location' form and submit via CNPweb.

Corrective Action Deadline: February 24, 2023

Meal Components & Quantities - Kate Furbish Elementary School (95)

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

Finding 9000: Production records indicate the weekly meat/meat alternate was not met

The weekly meat/meat alternate (M/MA) requirement of 8 oz was not met with the bagel alternate meal. The minimum must be met with all meal choices. In the future, a 4 oz yogurt (1 oz eq.) will be offered with this meal option to ensure the weekly M/MA minimum is met.

Corrective Action:

A plan to address this in the future has been made. No further corrective action is necessary.

Corrective Action Deadline: N/A

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

Finding 9000: Grain- based desserts offered with Pre-K breakfast choices

One week of breakfast menus and production records were reviewed and a Nutri Grain bar was offered for breakfast. Breakfast bars can be served to Kindergarten and older grades; however, because Pre-K is served as a separate group (in the classroom) the Child and Adult Care Food Program (CACFP) meal pattern must be followed. This meal pattern does not allow grain-based desserts to be offered and breakfast bars are considered a grain-based dessert. The Zee Zee breakfast bars served on the day of the review are also a grain-based dessert and cannot be offered to Pre-K.

Technical Assistance:

A USDA handout with a list of grain-based desserts was provided to the kitchen manager.

Corrective Action:

Nutri Grain and Zee Zee bars will not be offered with future Pre-K meals. No further corrective action is necessary.

Corrective Action Deadline: N/A

Sincerely,

Stephanie Stambach MS, RD, SNS
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