



SNP Administrative Review Findings

Greenville Public Schools (210)

Program Year 2023

Greenville Public Schools (210)

130 Pritham Ave
Greenville, ME 04441

Food Service Contact

Ms. Linda Hamilton
Food Service Director
(207) 695-3708

Executive Contact

Ms. Kelly MacFadyen
Superintendent
(207) 695-3708

No. of Sites / Reviewed: 1 / 1
Month of Review: October 2022

Commendations

- \* Linda Hamilton and staff do a great job operating the National School Lunch Program. The day's meal was appetizing, colorful and well received by students. Linda Hamilton maintains good documentation and has a clear understanding of the program.
\* The Local Wellness Policy is currently going through board approval. This policy was reviewed and is compliant with minimum requirements. Goals for nutrition promotion, nutrition education, physical activity, and other school-based activities to promote student wellness should be specified and measured in the assessment when the time comes.

Technical Assistance

- \* Technical Assistance was provided on how the a la carte milk program works. If the school does not want to charge students for milk, the general fund can be used to cover the cost. Alternatively, if students would like to have a reimbursable meal with their milk, Offer Versus Serve would need to be completed and a minimum of three components, with fruit/vegetable being one, must be taken.
\* Overall, good food safety practices were followed. It was observed that a milk crate was on the floor of the walk-in refrigerator. The crate should be placed on pallets, elevated from the floor. In addition, it was observed that internal thermometers were missing from the refrigerators. Internal thermometers provide the most accurate readings and must be used. Finally, ensure the walk-in freezer is reading -10 to 0 degrees Fahrenheit.
\* Staff have received the required numbers of professional development hours for SY 2023. However, a tracking sheet was not provided during the onsite review. A sample has been provided via email.
\* A mixture of enriched and whole grain rich grain items was observed onsite and on labels provided with offsite documentation. Per Greenville staff, many items have been substituted by their supplier. For instance, the enriched bread seen onsite is a different product than usually received. A whole grain rich bread label was emailed as part of offsite documentation. Two different sized Uncrustable sandwiches were observed in the freezer; the smaller version which credits as 1 Meat Alternate/1 Grain was substituted for the larger 2 Meat Alternate/2 Grain size. There is a meal pattern fiscal action waiver in place for SY 2023 due to COVID-19 supply chain issues. Please continue to order whole grain rich and other compliant products and document substitutions made.
\* Supply Chain Assistance Grant funds have been provided to School Food Authorities by USDA to assist in offsetting rising food costs due to supply chain concerns. Invoices that used these funds were reviewed as part of the State Agency oversight process. It was observed that non-domestic items, such as mandarin oranges, may have been included in grant fund use. As a reminder, products purchased with these funds must be domestic (American) products and be non or minimally processed. Milk is a great way to utilize these funds. Please ensure invoices are reviewed and only allowable items are purchased with these funds.

Meal Counting & Claiming - Greenville Public Schools (210)

316. SA validated meal counts – school level meal counts consolidated correctly?

Finding: SFA's Review Period claim not validated. \*Repeat Finding

The meal count system does not yield an accurate count. This is a repeat finding. In total, an underclaim of breakfast and lunch meal counts for October 2022 was found.

Total Breakfasts: 1955 - underclaim of 153 (October 31 counts not originally included and must be included in the October claim.)

Total Lunches: 1956 - underclaim of 20



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***Program Year 2023***

The current system leads to opportunity for human error as daily checkmarks by student per grade must be counted manually and then transferred into Powerschool. It was found that errors included counting discrepancies with the number of checkmarks and the potential of data entry error as well. In addition, meal count documentation for PreK and Kindergarten students was missing for some days in October.

**Corrective Action:**

Send documentation that the October manual meal counts have been reconciled with Powerschool. Explain how the system has been corrected to yield accurate counts. This is a repeat finding.

Estimated Fiscal Action: The underclaim value is \$497.11 - this includes October 31, 2022 breakfasts which cannot be included in the November claim.

Deadline: January 13, 2023



**SNP Administrative Review Findings**

**Greenville Public Schools (210)**

*Program Year 2023*

**Greenville Consolidated School (213) Food Service Contact**

130 Pritham Ave  
Greenville, ME 04441

Month of Review: October 2022

Date of Onsite Review: November 15, 2022

**Meal Components & Quantities - Greenville Consolidated School (213)**

*401. DOR - meals selected by students contain all required components/quantities?*

**Finding: Meals Missing Required Fruit/Vegetable Component**

6 meals served to the Pre-K/K class did not contain the required 1/2 cup fruit or vegetable. Fruit and vegetables were available during lunch service.

**Corrective Action:**

The 6 lunches that did not include the fruit or vegetable component must not be claimed. Submit a plan to ensure that Offer Versus Serve is properly implemented when service occurs in a classroom. Review Offer Versus Serve guidelines with staff.

Estimated Fiscal Action: \$26.58 was missed in reimbursement

Deadline: January 13, 2023