



SNP Administrative Review Findings

MSAD 46 (798)

Program Year 2023

MSAD 46 (798)

175 Fern Rd Suite 1
Dexter, ME 04930

Food Service Contact

Mrs. Gail Merrill
Food Service Director
(207) 924-6000

Executive Contact

Mr. Kevin Jordan
Superintendent
(207) 924-6000

No. of Sites / Reviewed: 2 / 1
Month of Review: November 2022

Commendations

- * Thank you to Gail Merrill for assisting with the MSAD 46 School Nutrition Program Administrative Review. Breakfast and lunch service was observed at Ridge View Community School. We appreciated the time and assistance provided by the staff. Gail was proactive and quick to fix any issues that arose during the review.
- * There were no meal pattern issues during the review and Ridge View Community School keeps excellent production records. A nice variety of meals are offered to students each day.

Technical Assistance/Notes

- * Student eligibility for free/reduced price meals was reviewed for Dexter Regional High School, who is operating Special Provision II. As a result of the verification process, one student changed from free to reduced. The student's eligibility was updated in Power school; however, was incorrect on the Master eligibility list, which is kept manually. In the future, it is recommended to use an eligibility list from Power school to reduce the potential for error.
- *MSAD 46 has an agreement with the State Agency for Dexter Regional High School to operate under Special Provision II. In the base year, SY2023, meal benefit applications are collected, and meal counts collected by student name and eligibility. For the next three years, through SY2026, meal counts will be taken, preferably by student name, and total meal counts entered on the claim. No meal benefit applications will be collected.
- * Based on the annual financial report from SY 2022, the per meal cost for lunch is \$5.52. The adult lunch price is \$5.30 and therefore appears to not cover the cost of the meal. The adult price should be investigated if it is covering food, labor, and other costs. It was recommended to check the per meal cost at the end of this school year to see if an increase is needed.
- * During breakfast service, not many middle school students were observed participating in breakfast. Ideas were shared on how to get this age group to participate, such as breakfast carts in the hallways. Carts with grab and go options seem to work particularly well with middle schools.

No Findings during Review



SNP Administrative Review Findings

MSAD 46 (798)

Program Year 2023

Ridge View Community School (805) Food Service Contact

175 Fern Rd Suite 1
Dexter, ME 04930

Month of Review: November 2022

Meal Counting & Claiming - Ridge View Community School (805)

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

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

During breakfast, 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.

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 E Reviews- Corrective Action Responses.

Corrective Action Deadline: March 10,2023

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

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

Pre-K and Head Start students eat and are counted in the classroom. During breakfast observation, it was noted that the meal signup sheet is used for meal count documentation. 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 breakfast and lunch. Describe this procedure on the Maine DOE Child Nutrition 'Alternate Service Location' form and submit via CNPweb. E Reviews- Corrective Action Responses.

Technical Assistance:

Technical assistance was provided on-site to the PreK and Head Start teachers. The Head Start had already implemented a new procedure by lunch service by highlighting the students that received lunch.

Corrective Action Deadline: March 10,2023

Sincerely,

Stephanie Stambach MS, RD, SNS
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