



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 30, 2023

Chris Record
Superintendent
Cape Elizabeth Public Schools
PO Box 6267
Cape Elizabeth, ME 04107

Dear Superintendent Record:

The Cape Elizabeth Nutrition Program was reviewed on January 10, 2023 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.doefiles/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 207-592-1722 or email Adriane.ackroyd@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas". The signature is written in black ink and is positioned below the word "Sincerely,".

Jane McLucas
Child Nutrition Director

JM/AA/pp

Enclosure

Follow Up Findings**Cape Elizabeth Public Schools (113)****Program Year 2023****Cape Elizabeth Public Schools (113)**

320 Ocean House Rd, 2FL
Cape Elizabeth, ME 04107

Food Service Contact

Ms. Robin Taylor
Food Service Director
(207) 799-5191

Executive Contact

Mr. Chris Record
Superintendent
(207) 799-2217

No. of Sites / Reviewed: 3 / 2

Month of Review: December 2022

Commendations

- * Food Service Director Robin Taylor and team have made great progress towards meeting the requirements. There are substantial federal and state regulations that go into the National School Lunch Program. We commend Robin for her hard work getting up to speed on requirements.
- * The salad bars at Cape Elizabeth High School and Pond Cove Elementary School were full of color and variety. The variety offered are some of the best this reviewer has seen in the field. Great job!

Technical Assistance

- * Technical Assistance was provided on the use of Supply Chain Assistance Funds. Cape Elizabeth has received two rounds and will be receiving a third. These funds are to purchase non-processed or minimally processed domestic items. Documentation must be maintained on how the funds are used. Invoices should be copied and allowable items highlighted. Add the cost of the items until the grant amount is used.
- * A Triennial Assessment of the Local Wellness policy is required every three years. A sample assessment form can be found on our website. If the triennial assessment has not yet been completed, the deadline is June 2023.
- * Staff training should occur as close to the start of the school year as possible. Civil Rights training should occur before service begins. Technical Assistance was provided on Professional Standards requirements. Maine Department of Education Child Nutrition has a training tracker that can be used to assist in ensuring requirements are met.
- * Technical Assistance was provided on adult meal prices. It was observed that prices needed to be raised to ensure the cost of the meal was covered. Prices have been adjusted.
- * During lunch service at Pond Cove, it was observed that a staff member took a meal on behalf of a student. As a reminder, meals must be counted at point of service to the student. Staff members who pick up meals for students must count the meal once it is served to the student and the student must be able to choose their options. A checklist by name that does not indicate free, reduced, or paid status can be used for meal counting purposes. Staff must be trained on point of service meal counting requirements.

Certification and Benefit Issuance - Cape Elizabeth Public Schools (113)

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

Finding 9000: Application Approval Error

One meal benefit application was approved incorrectly. An incorrect SNAP number was listed on the application, which was approved as free.

Corrective Action:

This application was selected for verification. During review of the verification process, the correct SNAP number was obtained. No further Corrective Action is required.

Technical Assistance:

In Maine, SNAP numbers begin with a letter, most often "A". Please ensure the numbers used for meal benefit applications are SNAP case numbers rather than a number that could be a EBT debit card number. Follow up with households may be necessary.

Verification - Cape Elizabeth Public Schools (113)

Follow Up Findings**Cape Elizabeth Public Schools (113)****Program Year 2023***206. On-site observation validate Off-Site Assessment Tool responses to Verification questions?***Finding 9000: Verification**

The verification process was reviewed. The following were observed:

- It was found that a follow-up notification to one household that did not respond did not occur. A follow-up request must be made to unresponsive households.
- One household responded. This was a SNAP household. Error Prone applications are to be used for the verification process, so this application should not have been selected. During review of the verification process, the correct SNAP case number was provided.
- The reduced-price household who did not respond was not provided with a notification that the household benefit was being changed to paid. In addition, the status was not changed in the point of service system.

Corrective Action:

Review verification training. Provide notifications to verified households of verification results. Provide a copy of the letters to your reviewer. Ensure the system you are using for verification selects error prone applications rather than SNAP households.

Deadline: March 3, 2023

Follow Up Findings**Cape Elizabeth Public Schools (113)****Program Year 2023**

Cape Elizabeth High School (116)
320 Ocean House Rd, 2FL
Cape Elizabeth, ME 04107

Food Service Contact

Month of Review: December 2022
Date of Onsite Review: January 11, 2023

Meal Components & Quantities - Cape Elizabeth High School (116)

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

Finding 9000: Meal Pattern Quantities *Repeat Finding

The week of review production record documentation does not demonstrate that grain requirements are being met. Uncrustable sandwiches, which are offered daily, only contain 1 ounce of grain. 2 ounces of grains must be offered daily and 80% of the offerings must be whole grain rich in Maine. Grain insufficiency is a repeat finding. In addition, a noncompliant cereal product was observed in the storeroom during the day of review. The Corn Flakes cereal does not credit as a full ounce offering. During the week of review, 15 servings of Corn Flakes were provided. These meals cannot be claimed.

Corrective Action:

Breakfast and lunch meal pattern training and production record training must be completed. The week of review lunch meals (1,167) and 15 breakfasts cannot be claimed. Adjusted claim counts have been provided to the Food Service Director and claim preparer and the claim has been adjusted. Weekly Production record documentation for both breakfast and lunch for Cape Elizabeth High School must be submitted for February, March, and April. These records will be reviewed for accuracy prior to claims being paid.

Training deadline: March 3, 2023

Production Record documentation must be submitted on a weekly basis through the last week in April.

Estimated Fiscal Action: \$5,180.37

Technical Assistance:

Technical Assistance was provided on the location of Maine DOE Child Nutrition Training resources.

500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

Finding 9000: Offer Versus Serve and Reimbursable Meals

On the day of review, Uncrustable sandwiches that are 1 ounce of grain and 1 ounce of meat alternate were offered. Although additional grains and meat/meat alternates were provided on the salad bar, one student was observed going through the line with an Uncrustable sandwich and two other components. This is not a reimbursable meal as both the meat alternate and grain in the Uncrustable are insufficient. A minimum of 2 ounces of grain and meat/meat alternate must be taken for this age group to fully credit.

Corrective Action:

Submit a plan to ensure that entrée items offered are 2 ounces of grain and 2 ounces of meat/meat alternate. Provide training on meal pattern guidelines for the National School Lunch Program and Offer Versus Serve Guidelines.

Deadline: March 3, 2023

Technical Assistance:

Technical Assistance was provided on bundling the Uncrustable with an additional grain and meat/meat alternate to ensure the entrée credits as 2 ounces of grain and 2 ounces of meat alternate.

Follow Up Findings**Cape Elizabeth Public Schools (113)***Program Year 2023***Pond Cove Elementary (114)****Food Service Contact**320 Ocean House Rd, 2FL
Cape Elizabeth, ME 04107

Month of Review: December 2022

Date of Onsite Review: January 10, 2023

Meal Components & Quantities - Pond Cove Elementary (114)*410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.***Finding 9000: Insufficient Grain**

Production Records for the week of review indicated that insufficient grains were offered over the course of the week. This is a repeat finding. A minimum of 1 ounce grain must be offered daily with a minimum of 8 ounces offered over the course of the week. Documentation shows that over the course of the week, 7.25 ounces of grain was offered.

Corrective Action:

Lunch meal pattern training and production record training must be completed. The week of review lunch meals (1,603) cannot be claimed. Adjusted claim counts have been provided to the Food Service Director and claim preparer and the claim has been adjusted. Weekly Production record documentation for both breakfast and lunch for Pond Cove Elementary must be submitted for February, March, and April. These records will be reviewed for accuracy prior to claims being paid.

Training deadline: March 3, 2023

Production Record documentation must be submitted on a weekly basis through the last week in April.

Estimated Fiscal Action: \$7,069.23

*500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.***Finding 9078: School is not properly implementing Offer vs. Serve.**

As observed on the Day of Review, one or more cashiers did not demonstrate a clear understanding of Offer Versus Serve and its requirements. At times, a student selected a reimbursable meal, but the student was made to select an additional item(s). For instance, additional fruit when the correct portion of fruit was already on the tray.

Corrective Action:

Pond Cove staff must receive meal pattern and Offer Versus Serve training.

Deadline: March 3, 2023

Technical Assistance:

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