



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

February 28, 2023

Leza Packard  
Ecology Learning Center  
230 Main St  
Unity, ME 04988

Dear Ms. Packard:

The Ecology Learning Center Nutrition Program was reviewed on January 19, 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/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 Sarah Platt at 592-2410 or email [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov).

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas  
Child Nutrition Director

JM/SP/pp

Enclosure

**SNP Administrative Review Findings**

**Ecology Learning Center (2071)**

*Program Year 2023*

**Ecology Learning Center (2071)**

230 Main St  
Unity, ME 04988

**Food Service Contact**

Ms. Chris McGee  
Culinary Arts Teacher  
(207) 948-3520

**Executive Contact**

Ms. Leza Packard  
Superintendent  
(207) 948-3520

No. of Sites / Reviewed: 1 / 1  
Month of Review: December 2022  
Date of Onsite Review: January 19, 2023

**Commendations**

- \* Thank you to Katharine Gaillard and Chris McGee for all their time, attention and hard work assisting with this review. Both were quick to provide requested information and were receptive to feedback. The meals consist of a variety of foods and are great quality. The findings outlined in this report are a result of insufficient training around the numerous requirements and regulations pertaining to child nutrition programs. As new staff operating the ELC school nutrition program they are willing to learn, and I am excited to watch this program grow.

**Technical Assistance**

- \* Ecology Learning Center has an agreement with the State Agency to operate under Special Provision 2. In the base year, SY2023, meal benefit applications were collected, and meal counts tracked 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 MAY BE DISTRIBUTED OR PROCESSED.

**Certification and Benefit Issuance - Ecology Learning Center (2071)**

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

**Finding 9000: Student eligibility errors**

Eligibility documentation for 38 students eligible for free and reduced-priced meals was reviewed. Nine errors were found. The majority (5) was due to the Approver not being aware to check the Direct Certification list.

**Corrective Action:**

Revise September, October & November 2022 claims with corrected counts provided by the reviewer. Approver (Katharine Gaillard) needs to request access to the Direct Certification module in NEO.

*Date Due: Completed prior to on-site review*

**Technical Assistance:**

The Direct Certification list must be checked a minimum of three times a year. Students that are on the DC list are automatically eligible for Free meal benefits.

**Meal Counting & Claiming - Ecology Learning Center (2071)**

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

**Finding 9051: SFA's Review Period claim not validated.**

There are differences between the SFA's Review Period claim (December 2022) and the State agency's validated counts for lunch and/or breakfast by category for one or more schools for the review period, as documented on S-1.

**Corrective Action:**

1. Revise meal count procedure as follows and submit a statement that the meal count procedure has been corrected in CNPweb/E-Reviews - Corrective Action Responses:

\*Use separate meal count sheets for breakfast and lunch to eliminate the issue of claiming a breakfast meal as lunch and vice versa.

**SNP Administrative Review Findings**

**Ecology Learning Center (2071)**

**Program Year 2023**

\*Place school nutrition program staff in charge of the meal count form by checking off the meal after the student has received a complete meal (instead of at the beginning of service done by the student).

\*Consolidate meal counts by eligibility daily instead of weekly and compare to current eligibility as an internal control edit check.

2. Revise December 2022 claim with corrected counts provided by the reviewer.

3. Submit claim documentation in CNPweb/E-Reviews - Corrective Action Responses for February 2023 and using this new procedure.

*Date Due: March 31, 2023*

**Meal Components & Quantities - The Ecology Learning Center (2072)**

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

**Finding 9000: Meal pattern not met during review period due to insufficient quantities.**

A review of breakfast and lunch production records and recipes indicate that insufficient quantities of required meal pattern components were offered and the requirement that at least 80% of grain offerings be whole grain-rich was not met.

**Corrective Action:**

1. Complete training on the following topics: (recorded training found at <https://www.maine.gov/doe/schools/nutrition/training> under 'National School Lunch Program')

\*The School Lunch Program

\*The School Breakfast Program

\*Crediting Meal Components

\*Production Records

\*Standardized Recipes

2. Once training is completed, submit a 5-day week of breakfast and lunch production records and recipes to support meal pattern compliance in CNPweb/E-Reviews - Corrective Action Responses.

No fiscal action at this time as this is not a repeat finding.

*Date Due: March 31, 2023*

**Technical Assistance:**

For grades 9-12, at LUNCH, the following meal components must be offered:

2 ounce equivalents of Grain (80% of the offerings over the week must be whole grain rich)

2 ounce equivalents of Meat/Meat Alternate

1 cup of fruit

1 cup of vegetables (variety of vegetable subgroups must be met over the week)

1 cup of fluid milk (cow's milk, lowfat/fat-free, two types must be available)

For grades 9-12, at BREAKFAST, the following meal components must be offered:

1 ounce equivalents of Grain daily/9 ounce equivalents of Grain weekly (80% of the offerings over the week must be whole grain rich)

1 cup of fruit

1 cup of fluid milk (cow's milk, lowfat/fat-free, two types must be available)

501. Cafeteria staff trained on OVS?

**Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.**

Chris McGee started in October - therefore has not yet received training on Offer Versus Serve.

**SNP Administrative Review Findings**

**Ecology Learning Center (2071)**

**Program Year 2023**

**Corrective Action:**

View the Offer versus Serve recorded training on the Maine DOE Child Nutrition website and upload documentation in CNPweb: E-Reviews - Corrective Action Responses.

*Date Due: March 31, 2023*

**Technical Assistance:**

For LUNCH: The five required meal components must be offered. At a minimum, a student must select three different meal components, one of which is a ½ cup fruit or vegetable.

For BREAKFAST: Four items from the three required meal components must be offered. At a minimum, a student must select three items, one of which is a ½ cup of fruit.

Technical assistance on Offer versus Serve was provided during the on-site visit.

**General Program Compliance - The Ecology Learning Center (2072)**

*1400. Food safety plan – contain required elements, copy available at each school?*

**Finding 9000: Written Food Safety plan was not available.**

A written food safety plan compliant with Hazard Analysis Critical Control Points (HACCP) not available for review as required.

**Corrective Action:**

Develop a written food safety plan compliant with Hazard Analysis Critical Control Points (HACCP). Templates are available online through the Institute for Child Nutrition at <https://theicn.org/icn-resources-a-z/standard-operating-procedures/>. Once developed, submit a copy of the following procedures in CNPweb/E-Reviews - Corrective Action Responses: Transporting Food, Serving Food, and Personal Hygiene.

*Due Date: March 31, 2023*

*1405. Food safety inspection dates?*

**Finding 9000: School has not received a health inspection**

The Ecology Learning Center has not received a health inspection from the Department of Health & Human Resources.

**Corrective Action:**

Contact the Department of Health & Human Resources to request a Health Inspection. Submit a copy of the response from DHHS indicating that they will perform an inspection this school year in CNPweb: E-Reviews - Corrective Action Responses.

*Date Due: March 31, 2023*