



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 27, 2023

Rick Amero
Superintendent
RSU 02
7 Reed Street
Hallowell, ME 04347

Dear Superintendent Amero:

The RSU 02 Nutrition Program was reviewed on January 6, 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 Adriane Ackroyd at 592-1722 or email Adriane.ackroyd@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/AA/pp

Enclosure

SNP Administrative Review Findings**RSU 02 (1445)***Program Year 2023***RSU 02 (1445)**
7 Reed Street
Hallowell, ME 04347**Food Service Contact**
Mrs. Bobbi French
Food Service Director
(207) 622-6351**Executive Contact**
Mr. Rick Amero
Superintendent
(207) 622-6351No. of Sites / Reviewed: 8 / 2
Month of Review: November 2022**Commendations**

- * Great job to Bobbi French and team on the SY 2023 RSU 02 School Nutrition Program Administrative Review. As a new Food Service Director, Bobbi has had a large learning curve. Adding to that curve, is an Administrative Review. Bobbi is proactive and shows a strong commitment to learning and growing as a new Director. She did a great job for a first-year review. It was also observed that Bobbi has developed a strong relationship with her staff. She is hands on in the kitchen and demonstrated a great rapport with her team.
- * Dresden and Hall-Dale staff do an excellent job. Customer service at both locations was wonderful. It was observed that there is a single kitchen staff member at Dresden. Great job planning the day, preparing the food, and serving the students. Keep up the wonderful job!
- * The menu options at Hall-Dale High School are varied and fresh. A new salad bar is being implemented. On the day of review, the salad bar was observed. It was fresh, colorful, and well utilized by students. Participation was high on the day of review; the day's offerings were popular.

Technical Assistance

- * It was observed that Production Records at the high school did not list leftovers for some sides. Please ensure leftover quantities are properly documented to assist with menu planning and cost management.
 - * Technical Assistance was provided on the need to ensure benefits are changed according to the timeline provided. Verified households were told benefits would change on 11/11/22 but benefits were changed on 11/7/22.
 - * Maine DOE Child Nutrition policy & procedures requires that meal counts claimed for reimbursement be validated for the Review Month as well as a second month selected at random. The October 2022 and November 2022 Claims for Reimbursement were reviewed, and it was observed that 2 paid breakfasts were underclaimed at Monmouth Memorial School. The October claim will be adjusted as part of the review of Special Provision 2. This information has been provided to the Food Service Director.
 - * One household application was changed to paid from free. As a result, claims for this school year must be adjusted. This information has been provided to Bobbi French. This is the base year for Special Provision 2 at RSU 2. Over the next three years, schools should not be collecting meal benefit applications. This year's claiming percentages of free/reduced/paid will establish the following three year's claiming percentages.
 - * 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.
- Supply Chain Assistance funds have been distributed to RSU 2. Invoices were reviewed while onsite. Technical Assistance was
- * provided on the need to ensure only allowable items are purchased with funds. Items must be non or minimally processed and domestic.
 - * The program may benefit from reevaluating non-program food prices. Current estimates based on SY 2022 financial data indicate that prices should be increased. The Food Service Director is currently evaluating the costs of products to ensure that prices charged are appropriate.

Certification and Benefit Issuance - RSU 02 (1445)126. *Certification Benefits/Issuance Review Method, applications correctly approved?***Finding 9000: Meal Benefit Application Approval Errors *Repeat Finding**

One household meal benefit application that was missing the last four digits of the household social security number was

SNP Administrative Review Findings**RSU 02 (1445)*****Program Year 2023***

approved for free benefits. The application is considered incomplete and has been changed to paid status as the household did not respond to follow-up. Another application was missing the social security information, but the numbers were obtained during the onsite review.

Multiple household meal benefit applications did not include the list of household names. This information was obtained by the Food Service Director. As a reminder, household names must be listed on the application.

Corrective Action:

The benefit issuance list has already been updated. Technical Assistance was provided onsite. As the district is in the base year of Special Provision 2, SY 2023 claims will need to be adjusted. The claim adjustment information has been provided to Food Service Director Bobbi French.

Estimated Fiscal Action: \$12.74 due to a decrease in severe need free breakfast counts

Deadline: March 3, 2023

SNP Administrative Review Findings

RSU 02 (1445)

Program Year 2023

Dresden Elementary School (153) **Food Service Contact**
7 Reed Street
Hallowell, ME 04347

Month of Review: November 2022

Date of Onsite Review: December 13, 2022

Meal Components & Quantities - Dresden Elementary School (153)*402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data***Finding 9052: Day of Review portion sizes insufficient.**

As observed on the Day of Review, the portion sizes of meal components from the planned menu and served on the day of review did not meet the minimum meal pattern requirements for the age/grade group(s) being served. Insufficient portion sizes observed on the Day of Review:

The sausage served credits as 0.75 ounces meat for two links. This is less than the required minimum of 1 ounce Meat/Meat Alternate. As this is not a repeat finding, fiscal action will not be taken.

Corrective Action:

A plan has already been made to not use sausage as a creditable item in future menus. No further corrective action is required.

*500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.***Finding 9000: Offer Versus Serve**

Students who wanted milk were provided with a fruit and a vegetable in addition to the milk. This is a reimbursable meal, but students must have an opportunity to choose from all five components. One of the components taken must be a fruit or vegetable.

Corrective Action:

Ensure that all students are offered all five components. Submit a plan to illustrate how this will be done moving forward.

Deadline: March 3, 2023

General Program Compliance - Dresden Elementary School (153)*1105. Foods sold to students during school day meet Smart Snacks standards?***Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.**

Frito Corn Chips observed in the storeroom. Per staff, these are for a la carte sales. Frito Corn Chips do not meet Smart Snacks standards.

Corrective Action:

Technical Assistance was provided that Frito Corn Chips can no longer be included as an a la carte option. On day of visit, this product was not sold. No further Corrective Action is required.

SNP Administrative Review Findings

RSU 02 (1445)

Program Year 2023

Hall-Dale Middle and High School **Food Service Contact**
(1968)
7 Reed Street
Hallowell, ME 04347

Month of Review: November 2022

Date of Onsite Review: December 14, 2022

Meal Components & Quantities - Hall-Dale Middle and High School (1968)

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

Finding 9000: Day of review breakfasts missing components and insufficient vegetable at lunch

On day of review, three breakfasts were missing required components. Two only had two components; one breakfast was missing a fruit or vegetable. At lunch, the serving size of hash browns were 1/4 cup (1 patty). The quantity was increased to 1/2 cup (2 patties) while onsite.

Corrective Action:

The three breakfasts that did not have the required components will not be claimed. The hash brown serving was increased to 2 patties. The menus have already been adjusted to ensure future meals will credit.

No further corrective action is needed.

Estimated Fiscal Action: 3 breakfasts were not claimed

Technical Assistance:

Technical Assistance was provided on lemon pie filling not crediting as a fruit component. Technical Assistance was also provided that the McCain Early Risers do not credit as two components. Optional menu ideas were discussed and planned.

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

Finding 9000: Whole Grain Rich Options *Repeat Finding

Numerous enriched grain products were offered during lunch service on the day of review. Items include the sub roll, white wrap option, pita bread and sandwich bar roll. In Maine, at least 80% of the grain items offered each week must be whole grain rich.

Corrective Action:

Per Food Service Director, substitutions were made by the supplier for almost all the non-wholegrain rich items. Food Service Director reviewed past orders to confirm. This may be a result of supply chain issues.

No further corrective action is required.

Technical Assistance:

Technical Assistance was provided on the need to maintain documentation on the substitutions made.

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

Finding 9000: Insufficient Meal Component Quantities

Meat/Meat Alternate: Sausage sandwiches were provided on two days of the review week menu. The quantity of sausage is not sufficient to credit as 2 ounces of meat/meat alternate. In addition, deli sandwich recipes do not include enough deli meat to fully credit as 2 ounces.

Vegetables: Production Record documentation indicates that insufficient quantities of vegetables were offered on Monday, Wednesday, and Friday of the review week. In addition, the legume vegetable subgroup was insufficient. Per conversation

SNP Administrative Review Findings**RSU 02 (1445)*****Program Year 2023***

with staff, a salad/vegetable bar is now offered daily. This was observed while onsite. Documentation must be maintained to indicate that vegetable meal pattern requirements are met through the daily salad bar offerings.

Corrective Action:

The deli sandwich recipes have already been adjusted to ensure that a minimum of 2 ounces meat/meat alternate is provided. The sausage sandwich will no longer be provided on the menu.

The salad bar was observed onsite and contained all vegetable subgroups. Per staff, this is now offered daily. A form is available to document what was served. This form was completed while onsite and will be moving forward.

No further Corrective Action is required.

Technical Assistance:

It is important to ensure that production records include information showing meal pattern requirements are met. Per staff, two kiwis are provided at the high school level. The Production Record must include this portion on the documentation.