



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 26, 2023

Matthew Cyr
Superintendent
RSU 34
156 Oak St
Old Town, ME 04468

Dear Superintendent Cyr:

The RSU 34 Nutrition Program was reviewed on January 18, 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

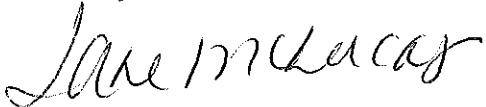
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

A handwritten signature in black ink that reads "Jane McLucas". The signature is written in a cursive style with a large initial "J" and "M".

Jane McLucas
Child Nutrition Director

JM/SS/pp

Enclosure

SNP Administrative Review Findings

RSU 34 (1466)

Program Year 2023

RSU 34 (1466)

156 Oak Street
Old Town, ME 04468

Food Service Contact

Ms. Stephanie A Salley
Food Service Director
(207) 462-0355

Executive Contact

Mr. Matthew D Cyr
Superintendent
(207) 827-7171

No. of Sites / Reviewed: 5 / 1
Month of Review: December 2022

Commendations

- * Thank you to Stephanie Salley and Kim Hayward for assisting with the RSU 34 School Nutrition Program Administrative Review. Breakfast and lunch service was observed at Viola Rand School. We appreciated the time and assistance provided by the staff. Despite a challenging, understaffed year for the food service department, the school nutrition staff have worked hard to meet the requirements. They were quick to fix any issues that arose, and many were corrected on-site.
- * Meal benefit applications were in excellent order and were well organized. Keep up the great work!

Technical Assistance/Notes

- * The verification report was submitted late in CNP web. Reports are due by November 20th each school year. The food service department was granted an extension until December 20th and this deadline was met.
- * RSU 34 has an agreement with the State Agency to operate under Special Provision 2. 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.

Certification and Benefit Issuance - RSU 34 (1466)

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

Finding 9000: Meal benefit application error

A total of 272 students certified for free and reduced meal benefits were reviewed to ensure the correct benefit was given. There was one application that should have been processed as reduced instead of free. This was due to human error.

Corrective Action:

In Titan POS software, eligibility of the identified student was changed from free to reduced status. In CNP web, the October, November and December 2022 claims were revised. No further action is needed.

Technical Assistance:

The program is in its base year of implementing Special Provision 2. The claiming percentages that are being established in the base year must be accurate to ensure accurate claim for the remainder of the cycle.

Corrective Action Due: N/A

SNP Administrative Review Findings

RSU 34 (1466)

*Program Year 2023***Viola Rand School (76)****Food Service Contact**156 Oak Street
Old Town, ME 04468

Month of Review: December 2022

Meal Components & Quantities - Viola Rand School (76)*403. DOR - two varieties of milk available, allowable substitutions? Enter data.***Finding 9000: Milk variety not met at breakfast**

Two milk choices were not offered at breakfast on the day of review and the week of review. Skim milk will be placed in the refrigerator and made available as a second choice to students. This must also be noted on the production record to show that a variety of milk is offered.

Corrective Action:

This has already been corrected and no further action is necessary.

Corrective Action Due: N/A*409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.***Finding 9000: Production records indicate insufficient vegetable was offered at lunch**

Production records for lunch indicated a 1/2 cup vegetable serving size. Technical assistance was provided that the required offering of vegetables for grades PreK-8 is 3/4 cup. In the future, students will be served 1/2 cup and will be told they can have more if they would like. This was corrected during lunch while the reviewer was on-site.

Due to only offering 1/2 cup daily vegetable, the weekly 3/4 cup red/orange vegetable subgroup was not met. In changing the serving size to 3/4 cup daily offering, this requirement will be met in future weeks.

Corrective Action:

This was corrected on-site and the vegetable serving size was changed to 3/4 cup on the production record. No further corrective action is necessary.

Corrective Action Due: N/A*410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.***Finding 9000: Grain requirements not met with breakfast program**

The minimum weekly grain requirement of 7 ounces was not met during the week of review. In the future, an additional grain or meat/meat alternate such as a yogurt or cheese stick (which counts towards the weekly grain) will be added to the breakfast menu.

Grain-based desserts were offered to PreK students, which are not allowed in the Child and Adult Care Food Program (CACFP) meal pattern. Staff were knowledgeable on the CACFP meal pattern; however, there were a few items that cannot be offered to PreK such as granola bars and cinnamon crumb cake.

Technical Assistance:

A USDA handout with a list of grain-based desserts was provided to the Food Service Director.

SNP Administrative Review Findings**RSU 34 (1466)*****Program Year 2023*****Corrective Action:**

Upload breakfast production records for Viola Rand School for February 6-10, 2023, to CNPWeb- E Reviews- Corrective Action Responses.

Corrective Action Due: February 24, 2023

Sincerely,

Stephanie Stambach MS, RD, SNS
Child Nutrition Supervisor
stephanie.stambach@maine.gov
207-215-9437