



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
ACTING COMMISSIONER

January 17, 2019

Jeffrey Porter
Superintendent
RSU 51
PO Box 6A
Cumberland, ME 04021

Dear Superintendent Porter:

Enclosed is the review report regarding the December 18, 2018 Administrative Review of the RSU 51 School Nutrition Program.

This is to notify you that this is the final action closing the Administrative Review. Should you have any questions regarding the review, please contact Kate Fayle at 624-6666 or email kaitlin.fayle@maine.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Walter B. Beesley".

Walter B. Beesley
Child Nutrition Director

WBB/KF/pn

Enclosure

Administrative Review Report
RSU 51 School Nutrition Program
12/18/18

Introduction

The RSU 51 School Nutrition Program was reviewed. Greely Middle School 4-5 was selected to represent the district based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures.

Performance Standard 1: Meal Access and Reimbursement

Certification and Benefit Issuance- Applications were approved on time using the correct income eligibility requirements. No errors were found.

Verification -The correct time line for verification was not followed, making the verification report due to the State Agency by November 20th late. Technical assistance (TA) was provided to John Carlson, Food Service Director, to follow the proposed timeline below while conducting verification reviews going forward:

First the Verifying Official determines how many free and reduced-price meal applications were approved as of October 1, and then calculates how many applications need to be verified. Next the Confirming Official conducts confirmation review of the free and reduced price meal applications that were selected for verification. In early October the Determining Official sends letters to households selected for verification. The families should be provided adequate time to respond, it is suggested to give 10 days. If no response after the first attempt, a second attempt to contact the family must be made, this can be done with an additional letter or phone call. If no response after a second notification, the district must wait three days, before sending a final letter to the family notifying that their status will be changed to paid after 10 calendar days. All attempts of contacting families should be documented. This process should be completed no later than November 15th and the verification report should be submitted to the State by November 20th.

Meal Counting and Claiming- The October and November 2018 claims were verified; no errors were found.

Performance Standard 2: Meal Pattern and Nutritional Quality

Production Records:

Production records were reviewed for the week of November 26, 2018 they were found to be neat and well organized.

Meal Components and Quantities

Menus and production records were found to be in excellent order. No problems were found. Lunch offered at Greely Middle School includes a large salad bar, multiple entrees, and pre-made fruit salads each day, giving the students a wide selection to choose from. Technical Assistance was given to Jon Carlson to train staff to record on the daily production record, all items served on the salad bar that are in addition to the standard salad bar recipe, as well as any

items that are found in the standard recipe, but were not offered on that day. In doing so there will be documentation in one location for all food items provided on the salad bar each day going forward.

Resource Management

For SY 2018, revenues and expenses were obtained from the district. Town support in the amount of \$265,200 is not included in our comparison of expenses to revenue below:

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	57.02%
Percentage of Labor to Total Revenue	50-55%	85.14%
Percentage of Other to Revenue	<u>5-10%</u>	<u>6.86%</u>
	100%	149.01%

Town Support or district money used to support the Nutrition Program should be recorded in the Claim for reimbursement in NEO under "Town Support" in the month that is received by the Nutrition Program. The Town Support received in the previous school year (SY18) for RSU 51 was recorded as Children/Adult/Other or program revenue, which wrongfully reports that the program is self-staining. TA was provided to report program revenue and town support separately going forward. For SY18 costs were 149% of the total revenue. Financial reporting has been corrected for the current school year and going forward.

Paid Lunch Equity (PLE)- The program has complied with the PLE requirement.

Meal Charging- The district has recently developed a charging policy, and has posted it publicly.

General Program Compliance

Records and Record Keeping- Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required.

Food Safety and Sanitation- No findings. Health Inspection reports were displayed for public view. Written food safety Standard Operating Procedures (SOP) were on file.

Civil Rights- Eligibility notification letters did not contain the most recent Civil Right statement. Letters were edited to include the correct Civil Rights statement while the reviewer was on site. No corrective action is required.

Wellness Policy- Wellness policy meets all required elements, and has been posted publicly

Summary

The Nutrition Program at RSU 51 is running well, Jon Carlson, was quick to correct any issues and has been a pleasure to work with through the review process. Program staff at Greely Middle School 4-5 are well trained, and have done a wonderful job offering students a variety of healthy options. I look forward to working with this team in the future.

Sincerely,



Kaitlin Fayle
Child Nutrition Consultant