



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 4, 2023

Dr. Cornelia Brown
Superintendent
Auburn Public Schools
60 Court Street, 4th Floor
Auburn, ME 04210

Dear Superintendent Brown:

The Auburn Public Schools Nutrition Program was reviewed on February 15 & 16, 2023 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

The enclosed Official Notification of Administrative 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 must 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 Michele Bisbee at 592-6076 or email michele.bisbee@maine.gov.

Sincerely,



Jane McLucas
Child Nutrition Director

WB/MB/pn



SNP Administrative Review Findings

Auburn Public Schools (14)

Program Year 2023

Auburn Public Schools (14)

60 Court St 4th Floor
Auburn, ME 04210

Food Service Contact

Mr. Chris Piercey
Nutrition Director
(207) 333-6658

Executive Contact

Dr. Cornelia Brown
Superintendent
(207) 784-6431

No. of Sites / Reviewed: 8 / 2
Month of Review: January 2023

Technical Assistance

* The "And Justice for All" poster and the health inspection were on display behind the service line. Chris was made aware that they need to be accessible to the public and immediately relocated both signs.

Certification and Benefit Issuance - Auburn Public Schools (14)

137. Eligibility determination correctly transferred to POS Benefits Issuance document?

Finding 9000: Other Finding

1 student was determined to be receiving free benefits due to a clerical error. This was promptly corrected on site but due to being in their provision II base year previous claims will need to be corrected.

Corrective Action:

The September through January claims for Edward Little High School will need to be corrected so that the provision II base year numbers are correct.

Corrective Action Due: May 30, 2023

Table with 4 columns: Month, Free, Reduced, Paid. Rows include months from September to January and meal types (breakfast, lunch).



SNP Administrative Review Findings

Auburn Public Schools (14)

Program Year 2023

Edward Little High School (23)

Food Service Contact

60 Court St 4th Floor
Auburn, ME 04210

Month of Review: January 2023

No Findings during Site 23 Review

SNP Administrative Review Findings**Auburn Public Schools (14)***Program Year 2023***Park Avenue Elementary School (27) Food Service Contact**60 Court St 4th Floor
Auburn, ME 04210

Month of Review: January 2023

Meal Components & Quantities - Park Avenue Elementary School (27)*400. DOR – all required components available during entire meal service, all lines? Enter data.***Finding 9002: Meal components missing on Day of Review.**

As observed on the Day of Review, required meal components were not available on every reimbursable meal service line to all participating students. Meal service line missing components prior to the beginning of the meal service.

Meal observation revealed that the component offering with the with the cold lunch meal (where a student only wishes to obtain a milk) Staff were providing two other meal components to claim this as a reimbursable meal. This is unallowable, offer vs serve is not accurately followed without offering all meal components to the student to choose from.

Corrective Action:

Provide the reviewer a written statement of how components offerings will be met with the cold lunch meal.

Corrective Action Due: May 30, 2023

*402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data***Finding 9052: Day of Review portion sizes insufficient.**

Insufficient portion sizes observed on the Day of Review for the Sunbutter Jelly meal. vegetable items were pre-portioned into 1/2 cup containers. The serving size for grades k-6 is 3/4 cup vegetable.

Corrective Action:

Kitchen staff were made aware of the insufficiency during meal service and fixed the serving size.

Additional Notes:**Local Wellness Policy Triennial Assessment**

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.

Commendations:

Chris Piercy has done a wonderful job with this program and is greatly looking forward to having new high school next year.

Michele Bisbee
Child Nutrition Consultant
Michele.bisbee@maine.gov
207-592-6076