



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 22, 2023

Mel Christensen-Fletcher
Superintendent
Harpwell Coastal Academy
9 Ash Point Road
Harpwell, ME 04079

Dear Superintendent Christensen-Fletcher:

The Harpswell Coastal Academy Nutrition Program was reviewed on March 9, 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

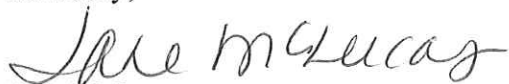
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.doel/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 cursive script that reads "Jane McLucas".

Jane McLucas

Child Nutrition Director

JM/SS/pn



SNP Administrative Review Findings

Harpswell Coastal Academy (1632)

Program Year 2023

Harpswell Coastal Academy (1632) **New SFA**
9 Ash Point Rd
Harpswell, ME 04079

Food Service Contact
Nicole Walker
Food Service Manager
(207) 833-3229

Executive Contact
Mel Christensen-Fletcher
Head of School
(207) 833-3229

No. of Sites / Reviewed: 1 / 1
Month of Review: February 2023

Introduction

- * Thank you to Ashley Hyde, Business Manager, for assisting with the Harpswell Coastal Academy (HCA) Administrative Review. HCA is a new sponsor in the National School Lunch Program (NSLP). Based on DOE Child Nutrition policies and procedures, new sponsors are to be reviewed in their first year of operation. We appreciated the time and assistance provided by the staff.
* The on-site review was conducted on March 9, 2023. Overall, the review showed that improvements were needed in the areas of meal eligibility and meal pattern. The February claim documentation was reviewed after the on-site review was completed.

Technical Assistance

- * The verification process was not completed, which is the process of verifying income on a sample of meal benefit applications. This occurs once per year and because HCA is not participating in the NSLP next year no further action is needed.
* Student workers helped to serve the meals and did a great job; staff was reminded that student helpers need to wash their hands prior to putting gloves on.

Certification and Benefit Issuance - Harpswell Coastal Academy (1632)

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

Finding 9000: Meal benefit application errors were found

A review of meal benefit applications was completed to ensure the correct benefit was given to students. The following errors were found:

- One benefit issuance error- student was approved correctly for free meals; however, was on the master eligibility list as paid.
- One application approved as reduced; however, the foster child listed is automatically eligible for free meals.
- One application approved as paid; however, should be free due to a SNAP #, which is categorically eligible for free meals.
- One application appeared to be over income; Ashley Hyde will be following up to confirm income.

Multiple students were found on the direct certification list; however, were listed on the master eligibility list as paid. It was unclear whether the correct benefit was entered in the electronic point of service system, Newton. Ashley Hyde was tasked to check on this. There needs to be a system in place to ensure that the correct meal status is in the point of service system. The master eligibility list and the point of service system must match and be updated when changes in status occur.

Corrective Action:

Change students to the correct meal benefit status in the Newton POS system and notify the reviewer upon completion.

Corrective Action Deadline: June 20, 2023

Fiscal Action: N/A

General Program Compliance - Harpswell Coastal Academy (1632)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 9000: HCA local wellness policy does not meet federal requirements

The wellness policy was reviewed, and the following areas were missing from the policy:

- Goals for other school- based activities to promote student wellness.
- Standards for all foods and beverages provided, but not sold, to students during the school day (e.g. classroom parties, foods given as reward, classroom snacks, etc.).
- Standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with current NSLP, SBP and Smart Snack guidelines.
- Permit food and beverage marketing of only those foods and beverages that meet federal Smart Snack guidelines.
- Identify at least one school official with the authority and responsibility to ensure that each school within the district complies with the policy.
- Permits involvement of the following people in the development, implementation, review, and update of the wellness policy.
- A description of the plan for measuring the implementation of the wellness policy and reporting policy contention and implementation to the public, as required.

Guidance was provided to Mel Christianson and Ashley Hyde on updating the policy.

Corrective Action:

Revise local wellness policy and submit to reviewer for review. Upload the school board approved policy to CNPWeb- E Reviews- Corrective Action Responses.

Corrective Action: June 20, 2023



SNP Administrative Review Findings

Harpswell Coastal Academy (1632)

Program Year 2023

Harpswell Coastal Academy (1650) Food Service Contact

9 Ash Point Rd
Harpswell, ME 04079

Month of Review: February 2023

Meal Components & Quantities - Harpswell Coastal Academy (1650)

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal was not identified near or at the beginning of the meal service line. This is required for lunch. Sample signage was emailed to Ashley Hyde to be posted.

Corrective Action:

Post reimbursable meal signage on the serving line and upload photo to CNPWeb- E Reviews- Corrective Action Responses.

Corrective Action Due: June 20, 2023

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?
Enter data.

Finding 9000: Lunch meal pattern requirements were not met

One week of menus and production records were reviewed for lunch. The following meal pattern errors were found:

- 2% milk was offered as a milk choice. Only 1% or skim milks can be offered in the NSLP. The 2% milk was fixed quickly and removed prior to the on-site review.
- Less than 80% of the weekly grain offerings were whole grain rich. This was due to a sandwich wrap offered.
- The minimum daily and weekly grain and meat/meat alternate (M/MA) was not met for grades 9-12.

HCA has a combination of grades 5-12, therefore the meals served must meet the meal pattern requirements for K-5, 6-8 and 9-12. Portion sizes for fruits and vegetables were sufficient across all grades. To simplify menu planning, it is recommended to offer 2 oz grain and 2 oz M/MA with each meal choice to ensure the minimum grain and M/MA portion sizes are met for grades 9-12.

Corrective Action:

Upload lunch production records for the week of June 5-9, 2023, to CNPWeb- E Reviews- Corrective Action Responses.

Corrective Action Due: June 20, 2023

Sincerely,

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