



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 23, 2023

Scott Albert
Superintendent
RSU 73
9 Cedar Street
Livermore Falls, ME 04254

Dear Superintendent Albert:

The RSU 73 Nutrition Program was reviewed on January 25, 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

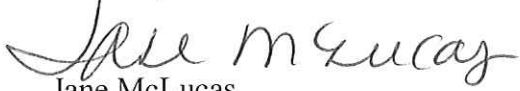
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.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 Michele Bisbee at 592-6076 or email michele.bisbee@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/MB/pn

SNP Administrative Review Findings

RSU 73 (1498)

Program Year 2023

RSU 73 (1498)

9 Cedar Street
Livermore Falls, ME 04254

Food Service Contact

Laura Merrill
Food Service Director
(207) 897-3978

Executive Contact

Mr. Scott Albert
Superintendent
(207) 897-6722

No. of Sites / Reviewed: 4 / 1
Month of Review: December 2022

Certification and Benefit Issuance - RSU 73 (1498)

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

Finding 9000: Other Finding

Technical Assistance:

Some applications were found to be incomplete. Follow up with households occurred and this was corrected during the review

Spruce Mountain Primary School
(1760)

9 Cedar Street
Livermore Falls, ME 04254

Food Service Contact

Month of Review: December 2022
Date of Onsite Review: January 25, 2023

Meal Components & Quantities - Spruce Mountain Primary School (1760)

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 is not identified near or at the beginning of the meal service line(s).

Corrective Action:

Reimbursable meal signage will need to be displayed in the cafeteria prior to the point of decision for the children. Please upload pictures of this for documentation.

Corrective Action Due: 6/30/2023

Technical Assistance:

The school was provided technical assistance during the on-site visit.

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

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are

SNP Administrative Review Findings

RSU 73 (1498)

Program Year 2023

incomplete and are not reimbursable.

Technical Assistance:

It was determined on site that the children are being offered a sufficient amount of vegetable. The school was provided technical assistance in correctly filling out production records during the on-site visit.

General Program Compliance - Spruce Mountain Primary School (1760)

901. On-site monitoring review completed prior to February 1?

Finding 9105: Documentation of the SFA's on-site monitoring of the school's meal counting and claiming procedures was not available.

Documentation of the SFA's on-site monitoring of the school's counting and claiming procedures for the current Program Year was not available at the school.

Technical Assistance:

TA was provided to Laura to let her know that on the days she is working in the kitchen she could utilize that time to also complete the monitoring forms for the schools she is in.

1404. Food safety plan - written, copy available?

Finding 9145: A copy of the written food safety plan was not available at the reviewed school.

A food safety plan was not available for review at SMPS. This is a requirement of the National School Lunch Program.

Corrective Action:

A food safety plan will need to be developed and a selection of SOPs will need to be uploaded for review as part of corrective action.

Corrective action Due: 6/30/2023

1406. Most recent Food safety inspection posted, visible to public?

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

Currently the inspection report is displayed in the kitchen.

Corrective Action:

The health inspection needs to be moved to a publicly visible location. A picture of the change will need to be uploaded as documentation that corrective action was complete.

Corrective Action Due: 6/30/2023

SNP Administrative Review Findings

RSU 73 (1498)

Program Year 2023

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.

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



SNP Administrative Review Findings
Program Year 2023