



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 5, 2023

Scott Porter
Superintendent
Whiting Public Schools
291 Court Street
Machias, ME 04654

Dear Superintendent Porter:

The Whiting Public Schools Nutrition Program was reviewed on April 5, 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/main.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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,



Jane McLucas
Child Nutrition Director

JM/DH/pn



SNP Administrative Review Findings

Whiting Public Schools (1413)

Program Year 2023

Whiting Public Schools (1413)

291 Court Street
Machias, ME 04654

Food Service Contact

Mrs. Debbie Hall
Food Service Director
(207) 733-4617

Executive Contact

Mr. Scott Porter
Superintendent
(207) 255-6585

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

Certification and Benefit Issuance - Whiting Public Schools (1413)

134. Direct Certification matches performed according to required timeframes?

Finding 9025: The SFA does not perform direct certification matches with the State agency according to regulations.

Technical Assistance:

It was explained to the approving office that the Direct Certification (DC) list must be checked a minimum of three times a year.

General Program Compliance - Whiting Public Schools (1413)

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

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies between the SFA's responses to Local School Wellness Policy questions on the Off-site Assessment Tool and the SFA's current practices as observed on-site: Deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

Technical Assistance:

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Wesley School does not have a local Wellness Policy. A plan must be implemented to review and update the Local Wellness Policy. Minutes of the meeting to begin this process must be submitted to the Child Nutrition office with a time frame for completion. This information is requested to be submitted by May 31, 2023.

SNP Administrative Review Findings

Whiting Public Schools (1413)

Program Year 2023

Whiting Village School (1001)

Food Service Contact

291 Court Street
Machias, ME 04654

Month of Review: February 2023

Meal Components & Quantities - Whiting Village School (1001)

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

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period [dates], some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed:

Technical Assistance:

The school was provided technical assistance during the pre-visit phone call. Each day an option at lunch is a cold cheese sandwich that contains 1.5 ounces of cheese. If a child takes the cold cheese sandwich every day the weekly total is 7.5 ounces, not reaching the total needed of 9 ounces for the week. This was corrected during the pre-review phone call.

General Program Compliance - Whiting Village School (1001)

1408. Temperature logs available?

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs were unavailable for freezers and refrigerators.

Corrective Action:

For the month of April 2023 record the temperatures for all refrigerators and freezers and submit to the Child Nutrition reviewer by May 5, 2023. Logs have been received.