



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

April 12, 2023

Michael McQuarrie
Headmaster
Erskine Academy
309 Windsor Road
South China, ME 04358

Dear Headmaster McQuarrie:

Your completed documents regarding the March 16, 2023 Administrative Review of the Erskine Academy's Nutrition Program have been received. We appreciate your response to the review findings.

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 Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

DocuSigned by:

Adriane Ackroyd

5CBAE29ADC624AC
Adriane Ackroyd

Assistant Director, Child Nutrition

AA/SS/pn


SNP Administrative Review Findings
Erskine Academy (C1148)
Program Year 2023
Erskine Academy (C1148)

 309 Windsor Road
 South China, ME 04358

Food Service Contact

 Mrs. Stacy Boudreau
 Food Service Director
 (207) 445-2962

Executive Contact

 Mr. Michael McQuarrie
 Headmaster
 (207) 445-2962

No. of Sites / Reviewed: 1 / 1

Month of Review: February 2023

Commendations

- * Thank you to Stacy Boudreau for assisting with the Erskine Academy School Nutrition Program Administrative Review. We appreciated the time and assistance provided by the staff. Staff were quick to make changes as a result of the review findings and observations. As a new Food Service Director, Stacy is doing a great job running the program and stays current.
- * During meal service observation, it was apparent that school nutrition staff are well trained on how to identify reimbursable meals. A wide variety of meal options were provided to the students, including a full salad bar for lunch. The school nutrition program strives to provide students with high quality meals and products, which was nice to see.

Technical Assistance

- * The verification process was reviewed, which is the process of verifying income on a sample of meal benefit applications. Three applications were verified when the correct number was two. Technical assistance was provided on-site. The verification report is generated from Nutri Kids to determine the number to verify. The school will be upgrading to a newer version of Nutri Kids and this likely will resolve this issue.
- * The verification notification letters included an incorrect non-discrimination statement, as it did not include the Maine non-discrimination language. Technical assistance was provided.
- * Breakfast and lunch menus and production records were reviewed for one week in February to ensure the meal pattern requirements were met for grades 9-12. One recipe, a ham and cheese croissant sandwich, did not meet the minimum 2 oz meat/meat alternate requirement. This recipe has since been updated and meets the minimum serving size for grades 9-12.

Certification and Benefit Issuance - Erskine Academy (C1148)

 126. *Certification Benefits/Issuance Review Method, applications correctly approved?*
Finding 9000: Three meal benefit applications were approved incorrectly

Meal eligibility was reviewed for students approved for free/reduced price meal benefits. The following errors were found:

- One application was approved for reduced meals, when it should have been paid. This was due to a math error with calculating income.
- One application was approved for free meals due to a Mainecare number on the application. Mainecare is not an automatic qualifier for free meals as the income guidelines are higher than federal guidelines. Based on income, this application should have been approved for reduced meals.
- One application was approved for reduced meals based on income; however, a sibling was on the Direct Certification list, which makes all children in the household eligible for free meals.

All status changes have been updated in the Nutri Kids application approval software. Stacy keeps good notes to document the approval process.

Corrective Action: Update meal eligibility in Nutri Kids for students found in error.

Corrective Action Due: N/A- all corrective action has been completed. No further action needed.

Fiscal Action: \$44.58 (will be disregarded)



SNP Administrative Review Findings

Erskine Academy (C1148)

Program Year 2023

General Program Compliance - Erskine Academy (C1148)

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

Finding 9000: Local wellness policy does not meet federal requirements

The Erskine Academy wellness policy was reviewed and compared to the federal requirements. The following elements were missing:

- Other school-based activities to promote student wellness
- Standards for foods and beverages provided, but not sold, to students during the school day (e.g. classroom parties, foods given as reward, classroom snacks, etc.).
- Permit food and beverage marketing of only those foods and beverages that meet federal Smart Snack guidelines.

Sample language was provided to the Food Service Director to meet the requirements. The elements listed above were noted in the prior administrative review.

Corrective Action: Revise local wellness policy to be in compliance with the federal requirements. Post updated wellness policy on school website.

Corrective Action Due: N/A- wellness policy has already been updated and posted on the school website.

Sincerely,

Stephanie Stambach MS, RD, SNS

Child Nutrition Supervisor

stephanie.stambach@maine.gov

207-215-9437