



SNP Administrative Review Findings

Machias Public Schools (277)

Program Year 2023

Machias Public Schools (277)

291 Court Street
Machias, ME 04654

Food Service Contact

Ms. Mary Sue Thompson
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Executive Contact

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Superintendent
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No. of Sites / Reviewed: 2 / 1
Month of Review: February 2023

Certification and Benefit Issuance - Machias Public Schools (277)

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

Finding 9017: The application approval process is not implemented correctly.

Based on the selected students, eligibility determination errors were found, as listed on the SFA-1.

Corrective Action:

Applications were approved incorrectly. Incorrect income guideline lines were used. Better care needs to be taken when determining eligibility that the correct figures are used.

Notices notifying the families of the change in eligibility status must be sent home to the families. This was explained to the approving official at Machias High School. Copies of the letters must be uploaded into CNPweb. This needs to be completed by May 31, 2023.

Technical Assistance:

During the review of applications it was noted by the reviewer too much math was being done. When only one income period is used on the Meal Benefit Application it does not need to be converted to annual income. When multiple income periods are reported on the Meal Benefit Application the income must be converted to annual income.

It is recommended one person is selected as the Meal Benefit Approving official for the Machias School District. Each school, Machias Memorial High School and Rose M Gaffney School have separate approving officials.

128. Correct conversion factors used for applications with more than one income frequency?

Finding 9019: Incorrect conversion factors used when processing applications.

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times 12

Technical Assistance:

The correct procedure to use as shown on the Meal Benefit application was explained.

133. Direct Certifications correctly certified?

Finding 9024: Some students directly certified for free meals were not certified correctly.

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were not certified for free meals correctly.

The Direct Certification (DC) List was not accessed on a timely manner as required. The DC list must be accessed at least

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three times a year. It was accessed at the beginning of the school year only. Only one individual in the main office has access to the DC list. An improve method of accessing the DC list needs to be initiated.

Verification - Machias Public Schools (277)

211. Verification notification letter?

Finding 9000: Other Finding

Copies of letters sent to the families notifying of Verification or the letters sent where maintained. Copies of these letters must be kept to validate the process was completed.

Corrective Action:

What plan of action will be implemented to make sure copies of all correspondence concerning verification will be maintained. Submit by May 31, 2023 the plan of action that will be implemented.

General Program Compliance - Machias Public Schools (277)

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: The local Wellness policy for Machias Schools is not posted on the schools web site. The Wellness policy given to the reviewer did not include the dates of review, initial approval day. Without this information it cannot be determined if the Wellness policy is reviewed three years as required. Submit the plan of action to update the Wellness policy, include minute notes of the process that will be completed to update the Wellness Policy. Please submit by May 31, 2023.

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Other Federal Programs - Rose M Gaffney School (278)

6. *Day of review Menu, Meal Patterns, Production records.*

Finding 9000: Other Finding

Corrective Action:

No production records are maintained for the daily offering of the After School Snack Program. The production records must list the items offered and there serving sizes.

Submit Production records for May 15-26, 2023

Submit the production records by May 31, 2023

General Program Compliance - Rose M Gaffney School (278)

1407. *SFA written food safety plan implemented?*

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles not observed: Thermometers are to be calibrated on a regular basis as stated in the SOP. Kitchen staff was not completing calibrate thermometers, the custodian did.

Technical Assistance:

Thermometers not calibrated on a regular basis as stated in the SOP. Staff unsure how to calibrate. Calibration was explained and will be competed at the end of each week.

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 unavailable for: two reach in freezers.

Technical Assistance:

Temperature logs not maintained for two reach in freezers. Day of review logs have been posted and will be completed daily with other temperature logs.