COMMON REVIEW FINDINGS

From:
Child Nutrition Team
Performance Standard 1

➢ Incomplete Applications
  ➢ Missing last 4 digits of the Social Security Number
  ➢ Missing adult signature
  ➢ Pay frequency not indicated
Incomplete Applications

Step 4: Required - Adult signature and last four digits of social security number

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) this information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Signature of Adult: ____________________________________________

Last 4 Digits of Social Security Number: ___ ___ ___ ___

☐ I do not have a Social Security Number

Printed Name: _______________________________________________

Phone: __________________________ Email: ______________________

Address: ___________________________________________________

Date: __________________________
## Incomplete Applications

**Step 3: INCOME**

List ALL Household Members including students listed above and total gross income (before deductions).

<table>
<thead>
<tr>
<th>Names</th>
<th>Gross Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Member</td>
<td>Earnings from Work before deductions</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

---

Child Nutrition
Maine Department of Education
Performance Standard 2

During the Administrative Review your menus and production records are looked at to validate that the meal pattern is being met. If it is not documented, it did not happen.

➢ **Meal Pattern**
  ➢ **Menu Planning**
    ➢ Missing vegetable subgroup
  ➢ **Production Records**
    ➢ Not fully completed
    ➢ Milk not listed
    ➢ Serving size vs. crediting size
    ➢ Pre-K CACFP
Menu Planning

- **Missing/Insufficient vegetable subgroups**
  - Double check your planned menu to make sure they are all being met
  - Make sure that you remember that you are required to offer more red/orange vegetables than the other subgroups
  - When serving alternate meal choices make sure that the vegetable subgroups are available to the students that choose those as well
Menu Planning

- Alternate Choices
  - For example: If offering baked beans mixed with hot dogs the beans are not available to the students that choose the PB&J
Production Records

- Milk missing from the production records
- Incorrect serving sizes recorded.
- Not fully completed
- Pre-K
  - if not comingled there needs to either be a separate production record or indicate on your current production record what is being served to show that you are meeting the CACFP meal pattern.
# Production Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Preparation Site</th>
<th>Grades</th>
<th>MENU:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## OFFER VS. SERVE?
- **Yes**
- **No**

<table>
<thead>
<tr>
<th>MENU ITEM AND CONDIMENTS</th>
<th>RECIPE OR PRODUCT NUMBER</th>
<th>SERVING SIZE / PORTION SIZE</th>
<th>AMOUNT TO PREPARE</th>
<th>MEAT:</th>
<th>VEG.</th>
<th>FRUIT</th>
<th>BEER:</th>
<th>MILK:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Component Contributions

| Component Condition | R | M | L | S | R | M | L | S | R | M | L | S | R | M | L | S | R | M | L | S |
| Calories            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Fat                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Carbohydrates       |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Sugar               |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

## TEMPERATURES

- **After Cook**
- **Short of Service**
- **End of Service**

## MEAL

### BREAKFAST / LUNCH

<table>
<thead>
<tr>
<th>Meals Planned</th>
<th>Meals Served</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Notes:

- Additional notes or comments can be added here.
General Area Findings

- Wellness Policy
- Professional Standards
- Non-Discrimination Statement
- Meal Charge Policies
- SOP’s and Calibration Logs
- Signage
- FFVP Claiming
- Summer Food Service Program Outreach
Wellness Policy

- Must be assessed at least every three years
  - Many policies are more than three years old
- The policy references EFE - Competitive Food Sales Policies
  - If we see this we look at EFE, which usually will mention Chapter 51
  - Chapter 51 no longer exists
- “Does Your Wellness Policy Measure Up”
- MSMA has a compliant sample policy available
Professional Standards

- These are required training hours that must be met every year
  - Director 12 hours
  - Manager 10 hours
  - Staff (20+hrs weekly) 6 hours
  - All other part-time staff 4 hours

- Even if you do not have the title of “Director” if you perform those duties you must have 12 hours of training annually

- If staff outside the nutrition program have duties within the program they must be trained on their specific duty
Professional Standards

- Civil Rights Training
  - This is required of all staff in the nutrition program
  - This is also required of staff outside the nutrition program that have duties in the nutrition program.
  - This MUST be the civil rights training provided by us
    - The annual training provided by the schools does not meet the qualifications required.
Non Discrimination Statement

- Many program materials are being found to contain outdated non-discrimination statements
- Sometimes the Maine non-discrimination statement is missing completely
- Best practice is to make sure all program materials are updated before the start of each school year
- The current Federal and State non-discrimination statements are both available on our website.
  - https://www.maine.gov/doe/schools/nutrition/nondiscrimination
Non-Discrimination Statement

Federal
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

State
The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at https://www.maine.gov/mhrc/file/instructions and complete an intake questionnaire. Maine is an equal opportunity provider and employer.
Meal Charge Policy

➢ Every school that participates in NSLP is required to have a meal charging policy.
➢ Old meal charge policies may talk about “alternative meals” this is no longer allowed with the passing of LD 167 - Ensuring Student Access to Meals
➢ Your meal charge policy should clearly communicate with families what steps the school/district will take to collect any debts that are incurred
➢ Meal charge policies should clearly communicate what is allowed to be charged and what cannot be charged
Standard Operating Procedures and Calibration Logs

- Standard Operating Procedures (SOP’s)
  - Need to be reviewed and customized
  - There is a good chance you will be quizzed!

- Thermometers
  - Even if they are digital you need to check calibration, and record that you have done so.
Signage

- “And Justice for All” poster - should be green
- Health Inspection - posted in public view.
- Reimbursable Meal Signage - Breakfast and Lunch
- The State of Maine requires calories to be posted at the point of decision for all pre-packaged items for sale on school grounds.
FFVP Claiming

- Create a monthly budget for your program - HIGHLY RECOMMENDED
- Check the usage report throughout the year to make sure you’re on track
- Labor that is associated with FFVP can be claimed
  - 10% of your FFVP can be applied to administrative costs
- If you are not spending all of your money this can negatively affect future FFVP awards.
Summer Food Service Program Outreach

➢ Even if you do not operate a Summer Food Service Program you are required to provide families with information on how to find summer meals.

➢ This can be easily achieved by putting an ad on your June menu about online resources for finding Summer Program sites.

   ➢ 211maine.org
   ➢ https://meals4kids.org/find-summer-meal-site
   ➢ https://www.fns.usda.gov/summerfoodrocks
QUESTIONS

michele.bisbee@maine.gov