



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

PAUL R. LEPAGE  
GOVERNOR

ROBERT G. HASSON, JR., Ed.D.  
COMMISSIONER

November 8, 2018

Paula Perkins  
Opportunity Training Center  
PO Box 1245  
Presque Isle, ME 04769

Dear Paula Perkins:

Thank you for supporting the Administrative Review of the Opportunity Training Center School Nutrition Program, conducted on October 24, 2018 by Department of Education staff David Hartley. We appreciated your hospitality and cooperation during our visit.

Findings during the review indicate that your program meets the food service criteria.

The review process identified only minor corrections to the program were needed. Your staff addressed and corrected these during the review.

If you have any questions or if we can be of any assistance, please call David Hartley at 624-6878 or email [david.hartley@maine.gov](mailto:david.hartley@maine.gov).

Sincerely,

A handwritten signature in cursive script, appearing to read "Joanne Allen".

Joanne Allen  
Director of School Finance & Operations

JA/DWH/sjs

Enclosure

**Administrative Review Report**  
**Opportunity Training Center School Nutrition Program**  
**October 24, 2018**

***Introduction***

The Opportunity Training Center (OTC) Nutrition Programs were reviewed. Opportunity Training School was selected to represent the district based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures.

***Performance Standard 1: Meal Access and Reimbursement***

**Certification and Benefit Issuance-** Opportunity Training Center participates in the Community Eligibility Program. Claiming is based on the Directly Certified students enrolled in the School. This is the fourth year of participation. The claiming percentage will need to be recalculated for the next 4 years. The new Claiming Percentage will be based on the April 1, 2019 enrollment compared to the Directly Certified students in the District. This was explained to staff.

**Meal Counting and Claiming-** No problems were observed.

***Performance Standard 2: Meal Pattern and Nutritional Quality***

**Meal Components and Quantities-** No problems were found.

**Production Records:** Production records are used to support the claiming of meals and therefore, must document the items offered and quantities served as part of a reimbursable meal. Production records for the week of September 10, 2018 were reviewed. No errors were noted for the breakfast or lunch meal pattern.

***Resource Management***

The OTC online Cashbook balance was reviewed. OTC purchases prepared lunches from RSU 79. The amount charged is recorded on each monthly bill. Income is not always reported correctly. Each month the reporting of expenses and income to the program should match to calculate a zero Cashbook balance. The next claim form filed can be adjusted to calculate a zero Cashbook balance.

A copy of the Child Nutrition's "Filing Claims for RCCI's and Private Schools with Residential Students" is included. OTC does not have residential students; however, the guidance is still applicable.

***General Program Compliance***

**Records and Record Keeping-** Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required.

**Food Safety and Sanitation-** Opportunity Training Center is not required to be licensed for food served. A walk through of the kitchen facility show a very clean and well maintained area.

Written food safety Standard Operating Procedures (SOP) were on file. No findings.

**Civil Rights**- No findings.

**Wellness Policy**- The wellness policy was reviewed and had no findings. The most recent update was in June 2016.

**Training/Professional Standards** – No findings.

**Findings**- Findings from the review must be posted and made available to the public by federal law. This is part of the Healthy, Hunger Free Kids Act of 2010. They can be posted on the school website or made available at a public hearing or school board meeting

### **Summary**

Opportunity Training Center is a day use Child Care Institute. Overall, I was impressed with the site staff's engagement with the students at meal time. Strong encouragement is given towards selecting healthy items, accompanied by knowing each individual's food preferences. It is clear that the overall wellbeing of each student is in the best interest of all staff at OTC.

Sincerely,



David Hartley  
Child Nutrition Consultant

## **FILING CLAIMS FOR RCCIs and PRIVATE SCHOOLS WITH RESIDENTIAL STUDENTS**

### **PURPOSE:**

Purpose is to provide instructions on how to file claims for reimbursement for RCCIs and residential Schools.

### **PROCEDURE:**

RCCIs and schools with residential students are required to report U.S.D.A. Foods received every month. This item will be reported on the web based School Detail form.

Subsidy Received and any other income for purposes of the Food Service program must be reported on the Monthly Claim Form for Reimbursement. RCCIs and schools with residential students desiring to maintain a zero Cashbook Balance must report disbursements equal to income reported. Report Disbursements as Food, Labor or other, whichever applies.

Example:

Cash Receipts:		Disbursements:	
Children/Adults/Other	\$100.00	Food	\$1,355.00
(If applicable)			
Subsidy Received	\$1,255.00		

Schools with other known expenses that exceed the reported expenses should report these expenses in the Voucher Journal. These expenses are real and are paid by the school/agency.

Schools operating cash A la Carte Program information must report actual Program Income and Program Expenses in the School Detail A la Carte section.

Schools with breakfast program will report breakfast meal counts. If the breakfast expenses are known they should be reported under breakfast costs. If expenses are not known, fill boxes with zeros.

Place zeros in unused boxes on both the School Detail Form and Claim Form.