



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

March 3, 2020

Jay Robinson  
Superintendent  
RSU 72/MSAD 72  
25 Molly Ockett Drive  
Fryeburg, ME 04037

Dear Superintendent Robinson:

The RSU 72/MSAD 72 Nutrition Program was reviewed on January 29, 2020 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/maine.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 Kaitlyn Fayle at 624-6666 or email [Kaitlyn.fayle@maine.gov](mailto:Kaitlyn.fayle@maine.gov).

Sincerely,



Walter Beesley  
Child Nutrition Director

WB/KF/pp

Enclosure

**SNP Administrative Review Findings**

RSU 72/MSAD 72 (969)

Program Year 2020

RSU 72/MSAD 72 (969)

25 Molly Ockett Drive  
Fryeburg, ME 04037

Food Service Contact

Samantha Wedgwood  
samantha.wedgewood@msad72.org

No. of Sites / Reviewed: 3 / 1

Month of Review: December 2019

**Commendations**

- \* Samantha Wedgwood, Food Service Director, has worked hard to comply with the many program regulations of the National School Lunch Program. Any problems discovered with paperwork and documentation are in the process of being fixed and is on track to meet program requirements. Overall the program is running well. It has been a pleasure to visit staff and view service at Molly Ockett Middle School. I look forward to working with you all in the future.

**Technical Assistance**

- \* The After School Snack Program's onsite-monitoring had not been conducted within the required timelines. Going forward all after school snack monitoring must be conducted in the first 4 weeks of operation and documented.
- \* New Suncook School claimed snacks based on the previous year's ED 534 report, going forward the school must claim snacks based the current year's report.
- \* A list of pre-k Head Start children should be maintained by the Food Service Director for proper documentation of student eligibility. Since the on-site review, a copy of the Head Start list has been obtained by food service from the Head Start Coordinator.
- \* The correct timeline for verification process was not followed. Samantha Wedgwood, Food Service Director, has submitted an appropriate timeline for verification that will be used in the future.
- \* The district regularly checks the DC list in the appropriate timeline but does not download and save copies. On occasion, students will drop from the DC list, whenever a student is found on the list, a printed or saved copy should be maintained. Going forward a backup copy will be maintained by food service.

**Certification and Benefit Issuance - RSU 72/MSAD 72 (969)**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.

A total of 8 students were found to have incorrect eligibility status.

**Corrective Action:**

Copies of the letters sent home to families stating their eligibility change must be submitted to the reviewer.

Estimated fiscal action is subject to be waived upon receipt of corrective action.

Lunch \$80.28

Breakfast \$22.56

Total \$102.84

Due Date: 3/28/2020

**General Program Compliance - RSU 72/MSAD 72 (969)**810. *Non-discrimination on appropriate Program materials?***Finding 9000: Maine Civil Rights Statement Missing From Eligibility Letters**

Maine Civil Rights Statement needs to be included along with the Federal Civil Rights Statement on program materials

**Corrective Action:**

Upload a copy of the eligibility letter with the federal and state civil rights statements that will be used going forward.

**SNP Administrative Review Findings**

RSU 72/MSAD 72 (969)

**Program Year 2020****Technical Assistance:**

Please Use full Federal and State Civil Rights Statement found here:

**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 (State or local) 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

(Federal statement updated 1/3/2020)

**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.

**SNP Administrative Review Findings**

RSU 72/MSAD 72 (969)

*Program Year 2020***Molly Ockett School (1953)**25 Molly Ockett Drive  
Fryeburg, ME 04037**Food Service Contact**Samantha Wedgewood  
Food Service Director  
2072567308

Month of Review: December 2019

Date of Onsite Review: January 29, 2020

**Meal Counting & Claiming - Molly Ockett School (1953)**325. *Review Period meal counts by category correctly used in the claim? Enter data.***Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.**

Non-reimbursable meals (second meals) at Molly Ockett (only) were combined with paid meals, leading to an over claim of 4 lunches and 3 breakfast meals.

**Corrective Action:**

The district will adjust the December 2019 claim to reflect accurate meal count, as well as submit to the reviewer back-up documentation for the January 2020 claim to validate that meal counting procedures have been corrected going forward

Documentation for this corrective action was submitted on 2/8/2020 no further responses is needed.