



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

December 6, 2019

Timothy Doak  
Superintendent  
RSU 86/MSAD 20  
28 High School Drive Suite B  
Fort Fairfield, ME 04742

Dear Superintendent Doak:


An Administrative Review of the RSU 86/MSAD 20 Nutrition Program was conducted on October 30, 2019.

The enclosed Official Notification of Administrative Review Findings and Corrective Action describes the corrective action documentation and completion dates discussed during the exit conference. Please return a signed copy of this Official Notification when submitting the corrective action documentation. **Please provide the corrective action documentation by Date due.** Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable. 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 must be recalculated to the end of the school year.

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 David Hartley at 624-6878 or email [david.hartley@maine.gov](mailto:david.hartley@maine.gov).

Sincerely,



Walter Beesley  
Child Nutrition Director

WB/DH/pp

Enclosure

**Official Notification of Review Findings and Required Corrective Action**

**Local Education Agency:** RSU 86

**Local Education Official:**

*Instructions:* Please submit a detailed response for each of the review findings listed below. Responses must be attached to this document 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

**This review will remain open until this form has been signed and returned by the Local Education Agency Official, along with the requested documentation that the review finding(s) has been corrected. 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.**

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

**Finding 1 – Meal Counting and Claiming:** Incomplete application approved as free.


Corrective Action: Contact the family to complete the application.

Date Due: Completed  
Estimated Fiscal Action: N/A

**Finding 2 –**Final letter used to notify the family of the completed verification process did not include the Maine non-discrimination statement.

Corrective Action: Submit to the updated final verification letter sent to the families to close the review process.

Date Due: Completed  
Estimated Fiscal Action: N/A

Reviewer's Signature  Date 12-16-19

**You may be subject to a revisit if the error tolerance level was exceeded.**

1<sup>st</sup> Review  Revisit

Submit to: Maine Department of Education  
Child Nutrition  
136 State House Station  
Augusta, ME 04333-0023

Superintendent

Signature of Local Education Agency Official

Title

Date



**SNP Administrative Review Findings**

**RSU 86/MSAD 20 (664)**

*Program Year 2020*

**RSU 86/MSAD 20 (664)**  
28 High School Drive Suite B  
Fort Fairfield, ME 04742

No. of Sites / Reviewed: 2 / 1  
Month of Review: September 2019

**Commendations**

- \* Staff does a very good job in the preparing and serving of meals to students. The kitchen is kept clean, the food is safe. Staff interacts with their customers very well. Students enjoy coming to the cafeteria.

**Technical Assistance**

- \* During a stop at Fort Fairfield Middle/High School it was observed the two liquid vending machines in the cafeteria had items that are not allowed to be sold to Middle school students based on the Smart Snacks rule. Information was given to the Food Service Director to correct this.
- \* RSU 86 is in the Grace Year of Community Eligibility Provision (CEP) at Fort Fairfield Elementary School. If on April 1, 2020 the percentage of enrolled students in Fort Fairfield Elementary school are Directly Certified a new four-year cycle for CEP can be implanted. If not Fort Fairfield Elementary School will either need to return to collecting applications every year or consider Special Provision II. More information about this program can be found at: <https://www.maine.gov/doe/schools/nutrition/programs/nsfp/specialprovisions>.

**General Program Compliance - RSU 86/MSAD 20 (664)**

*808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?*

**Finding 9008: Civil Rights 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 Civil Rights procedures could not be validated during on-site observations. Discrepancies between the SFA's responses to Civil Rights questions on the Off-site Assessment Tool and the SFA's current practices as observed on-site: Deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool:

**Corrective Action:**

The correct non-discrimination statement was included with the notices closing the verification process. The NutriKids program which develops the notices has been updated.

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's Civil Rights procedures identified from the Off-site Assessment Tool:



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**SNP Administrative Review Findings**

**RSU 86/MSAD 20 (664)**

*Program Year 2020*

**Fort Fairfield Elementary School (666) Food Service Contact**  
28 High School Drive Suite B      Tosha Rogeski  
Fort Fairfield, ME 04742      Food Service Director  
2074733290

Month of Review: September 2019

Date of Onsite Review: October 30, 2019

**No Findings during Site 666 Review**

David W. Hartley  
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207-624-6878