



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 17, 2021

Regan Nickels
Superintendent
RSU 22
24 Main Road North
Hampden, ME 04444

Dear Superintendent Nickels:

The SY 2022 Administrative Review for the RSU 22 Nutrition Program has been completed. There were no findings.

This is to notify you that this is the final action and the Administrative Review is now closed. Should you have any questions, please contact Sarah Platt at 592-2410 or email sarah.d.platt@maine.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Walter B. Beesley'.

Walter B. Beesley
Child Nutrition Director

WBB/SP/pp

Attachment

SNP Administrative Review Findings**RSU 22 (1615)***Program Year 2022***RSU 22 (1615)**24 Main Road North
Hampden, ME 04444**Food Service Contact**Mrs. Kathy Kittridge
School Nutrition Director
(207) 862-3543**Executive Contact**Mrs. Regan Nickels
Superintendent of Schools
(207) 862-3255

No. of Sites / Reviewed: 7 / 2

Month of Review: November 2021

Commendations

- * Thank you to Kathy Kittridge, Food Service Director, for providing all of the documentation that was needed to complete the Administrative Review Off-Site. We appreciate how organized the information was and her assistance with completing this review. Thank you for all you're doing to feed your students during this challenging year. Keep up the great work!

Technical Assistance

- * It was mentioned that meal counts were being taken at Smith School by doing "tray counts". Technical Assistance was provided that counts had to take place at the point in which the student receives a reimbursable meal. This could be by having each student place their ID card or other token in a basket once served, entering a PIN in the electronic point of service, or staff marking the tick sheet. Kathy Kittridge discussed this with her staff. They are using the tick sheet for now and investigating using electronic POS at the start of the new year.
- * A Triennial Assessment of the Local Wellness policy is required every three years. The RSU 22 triennial assessment was completed in 2021, the next assessment will be due in 2024.
- * Maine DOE Child Nutrition policy & procedures require that meal counts be validated for the Review Month as well as a second month selected at random. The October & November 2021 Claims for Reimbursement were reviewed and there were no findings.

No Findings during Review