



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 9, 2021

James Stoneton
Superintendent
Orrington Public Schools
19 School St.
Orrington, ME 04474

Dear Superintendent Stoneton:

Your completed documents regarding the October 2021 Administrative Review of the District Nutrition Program have been received. We appreciate your response to the review findings.

This is to notify you that this is the final action closing the Administrative Review. Should you have any questions regarding the review, 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



SNP Administrative Review
Program Year 2022

Orrington (342)

Orrington Public Schools (342)
19 School Street
Orrington, ME 04474

**Food Service
Contact**
Wendy McDonald
Food Service Director
(207) 825-3697

Executive Contact
James Stoneton
Superintendent
(207) 825-3364

No. of Sites / Reviewed: 1 / 1
Month of Review: October 2021

Commendations

- * Thank you to Wendy McDonald and Rebecca Enman for providing all of the documentation that was requested to complete the Administrative Review Off-Site. Documentation was thorough and very organized making the review process seamless. Thank you for your assistance with completing the review and all you're doing to feed your students during this challenging year. Keep up the great work!

Technical Assistance

- * A Triennial Assessment of the Local Wellness policy is required every three years. A sample assessment form can be found on our website. If the triennial assessment has not yet been completed, the deadline is June 2022.
- * Maine DOE Child Nutrition policy & procedures requires that meal counts be validated for both the Review Month as well as a second month selected at random. There was a discrepancy with the Review Month as stated in the findings section. November 2021 was the second month selected for review and the claim was completed correctly.

Meal Counting & Claiming

1824. Claim Validation: School's meal counts not used correctly in the claim for reimbursement

Finding:

Based on a comparison of the total meals by type for the Review Period with the site's count of total meals claimed for reimbursement, meal counts were incorrectly claimed. The problem is considered non-systemic, due to human error.

Corrective Action:

The October 2021 claim for reimbursement has been revised to reflect the correct meal counts. This was completed prior to the report being sent. No further corrective action is required.