



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

January 17, 2023

Curt Ring  
Director  
Lincoln - Reg 3  
35 West Broadway  
Lincoln, ME 04457

Dear Director Ring:

The Lincoln - Reg 3 Nutrition Program was reviewed on November 21, 2022 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

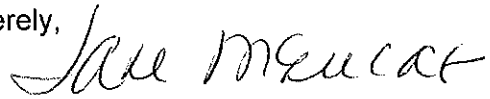
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 592-4198 or email [Kaitlyn.fayle@maine.gov](mailto:Kaitlyn.fayle@maine.gov).

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas  
Child Nutrition Director

JM/KF/pp

Enclosure

**SNP Administrative Review Findings****Lincoln-Region 3 (C1021)***Program Year 2023***Lincoln-Region 3 (C1021)**35 West Broadway  
Lincoln, ME 04457**Food Service Contact**Brett Trapier  
Food Service Manager  
(207) 794-3004**Executive Contact**Curt Ring  
Director  
(207) 794-3004

No. of Sites / Reviewed: 1 / 1

Month of Review: October 2022, Onsite review

November 21'st 2022

**Commendations**

- \* Lincoln Region 3 Staff have done a great job adhering to the complex regulations and requirements of the Child Nutrition Programs. The required paperwork for this review was submitted on time and organized. Staff were quick to fix any issues and corrective action has been submitted within a timely fashion. It has been a pleasure to review this program.

**Technical Assistance**

- \* The school year 2023 meal pattern allows for one day a week to have a non-whole grain item. The best practice for schools to meet the whole grain requirement and for ease of menu planning is to purchase only whole grain items. If whole grain items are subbed by the food vendor, the school food service should maintain documentation that the whole grain item was ordered.

**General Program Compliance - Lincoln-Region 3 (C1021)***1007. Wellness Policy***Finding 9000: Wellness Policy Language**

The wellness policy currently contains the following language that must be removed. "Nothing in this policy shall require the immediate replacement of score boards or other durable equipment when renewing existing contracts"

**Corrective Action:**

Submit to the reviewer the updated and board approved Wellness Policy with the cited language removed.

**Corrective Action Due: February 20, 2023.**

Please upload the approved wellness policy into CNPweb.  
Extensions of corrective action on the wellness policy can be made.

*1400. Food Safety Plan – contain required elements, copy available at each school?*

**Finding 9143: A copy of the written food safety plan also known as Standard operating procedures or SOPs was not available the school.**

**Corrective Action:**

Very to the reviewer that Suggested SOP's have been adopted by the food service program.

**Corrective Action Received on December 19, 2022**

No further action is required for this finding.

**SNP Administrative Review Findings**

Lincoln-Region 3 (C1021)

*Program Year 2023***No Penobscot Tech-Region 3 (1022) Food Service Contact**35 West Broadway  
Lincoln, ME 04457

Month of Review: October 2022

**Meal Components & Quantities - No Penobscot Tech-Region 3 (1022)**

409. *Review period production records/documentation - required meal components offered, daily/weekly requirements met?*  
*Enter data.*

**Finding 9000: Production Records**

The Salad Bar production records did not include the amount of food items prepared and leftover. This documentation is important to verify that all items were provided to all students during the time of service, and that food items did not run out during service.

**Corrective Action:**

Submit to the Reviewer an additional menu week, the week of December 12th, to verify that the appropriate corrections have been made to the production record.

**Corrective Action was Received on December 19th**

Production records for the week of December 12th was verified, appropriate corrections have been made. No further action is required for this finding.