



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

January 3, 2022

Richards Lyons  
Superintendent  
RSU 29  
7 Bird Street  
Houlton, ME 04730

Dear Superintendent Lyons:

The RSU 29 Nutrition Program was reviewed in November 2022 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

The enclosed Official Notification of Administrative 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 must 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 Michele Bisbee at 592-6076 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,

DocuSigned by:

*Walter Beesley*

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Walter Beesley  
Child Nutrition Director

WB/MB/pp

Enclosure

**SNP Administrative Review Findings**

**RSU 29/MSAD 29 (707)**

*Program Year 2022*

**RSU 29/MSAD 29 (707)**

7 Bird Street  
Houlton, ME 04730

**Food Service Contact**

Karen Carmichael  
Food Service Director  
(207) 521-0358

**Executive Contact**

Richard Lyons  
Superintendent  
(207) 532-6555

No. of Sites / Reviewed: 4 / 1  
Month of Review: November 2021

**General Program Compliance - RSU 29/MSAD 29 (707)**

*810. Non-discrimination on appropriate Program materials?*

**Finding 9000: Incorrect Non-Discrimination Statement on Program Materials**

The short statement that was used on the menus had been altered from the approved wording.

**Corrective Action:**

The short statement will need to be corrected on the menus and updated menus will need to be uploaded for review.  
Corrective Action Due: 1/31/2022

**Meal Components & Quantities - Houlton Elementary School (708)**

*410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.*

**Finding 9000: Other Finding: Missing Vegetable Subgroup**

The week of menus and production records provided for review showed that no starchy vegetable was served. The National School Lunch Program meal pattern requires that all 5 subgroups be served over the course of the week.

**Technical Assistance:**

It is suggested that the staff at RSU 29 review the meal pattern requirements for the National School Lunch Program to ensure that they are meeting the requirements with every menu that they serve.

**Meal Components & Quantities - Houlton Elementary School (708)**

*1406. Most recent Food safety inspection posted, visible to public?*

**Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.**

The most recent health inspection is currently located in the kitchen. This needs to be placed outside of the kitchen so that it is accessible to the public.

**Corrective Action:**

The health inspection will need to be moved. A picture documenting this move will need to be submitted for review. Corrective Action Due: 1/31/2022.

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**SNP Administrative Review Findings**  
*Program Year 2022***RSU 29/MSAD 29 (707)****Additional Notes:****Claims for Reimbursement**

Maine DOE Child Nutrition policy & procedures requires that meal counts claimed for reimbursement be validated for the Review Month as well as a second month selected at random. The October 2021 and November 2021 Claims for Reimbursement were reviewed.

**Local Wellness Policy Triennial Assessment**

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.

Michele Bisbee  
Child Nutrition Consultant  
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207-592-6076