



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 4, 2023

Mr. Scott Porter
Superintendent
East Machias Public Schools
291 Court Street
Machias, ME 04654

Dear Superintendent Porter:

Your completed documents regarding the March 22, 2023 Administrative Review of the East Machias Public Schools 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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,

A handwritten signature in blue ink that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/DH/pn



SNP Administrative Review Findings

East Machias Public Schools (1400)

Program Year 2023

East Machias Public Schools (1400)

291 Court Street
Machias, ME 04654

Food Service Contact

Mrs. Nancy Sprague
Food Service Director
(207) 255-8692

Executive Contact

Mr. Scott Porter
Superintendent
(207) 255-6585

No. of Sites / Reviewed: 1 / 1
Month of Review: February 2023

Commendations

- * Staff does a very good job providing healthy nutritious meals. Staff interact very well with the students. Keep up the good work.

Certification and Benefit Issuance - East Machias Public Schools (1400)

128. Correct conversion factors used for applications with more than one income frequency?

Finding 9019: Incorrect conversion factors used when processing applications.

For applications that indicate more than one income frequency, the SFA did not use the correct conversion factors to determine monthly household income: weekly – times 52; bi-weekly – times 26; twice per month – 24; and monthly – times. 12. When only one income frequency is reported on the Meal Benefit application converting to annual income is not required and could lead to errors if not done correctly.

Technical Assistance:

The correct process was explained to the Approving Official. None of the applications reviewed with incorrect income calculations resulted in an incorrectly approved application.

133. Direct Certifications correctly certified?

Finding 9024: Some students directly certified for free meals were not certified correctly.

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were not certified for free meals correctly.

Technical Assistance:

Approving Office does not have access to the DC list. It comes from the central office. A plan needs to be developed to have more readily access to the DC list.

General Program Compliance - East Machias Public Schools (1400)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 9000: Other Finding

Technical Assistance:

The Local Wellness Policy is in the process of being updated. Committee meetings have been held. Once the Policy is review, updated an accepted the final version must be posted on the East Machias School web page.



SNP Administrative Review Findings

East Machias Public Schools (1400)

Program Year 2023

Elm Street School-East Machias (999) Food Service Contact

291 Court Street
Machias, ME 04654

Month of Review: February 2023

No Findings during Site 999 Review