



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

June 2, 2022

Mr. Barry London
Superintendent
Eustis Public Schools
65 School St.
Stratton, ME 04982

Dear Superintendent London:

The Eustis Public Schools Nutrition Program was reviewed in March 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.doefiles/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.

Sincerely,

A handwritten signature in black ink, appearing to read "Adriane Ackroyd". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Adriane Ackroyd
Child Nutrition Asst. Director

WB/MB/pp

Enclosure



SNP Administrative Review Findings

Eustis Public Schools (1627)

Program Year 2022

Eustis Public Schools (1627)

65 School Street
Stratton, ME 04982

Food Service Contact

Ms. Joanne Raymond
Foodservice Director/cook
(207) 246-2862

Executive Contact

Mr. Barry London
Principal/superintendent
(207) 246-2283

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2022

General Program Compliance - Eustis Public Schools (1627)

810. Non-discrimination on appropriate Program materials?

Finding 9000: Other Finding

The menus provided to families on the website contain an incorrect Non Discrimination statement. The State of Maine provides approval for all SFAs to use the approved short statement on menus.

Corrective Action:

The Non Discrimination short statement will need to be corrected on all menus. This needs to read "This institution is an equal opportunity provider". A copy of the updated menus will need to be uploaded for verification.

Corrective Action Due: June 29, 2022

General Program Compliance - Stratton Elementary School (899)

811. Justice for All poster displayed in prominent location?

Finding 9000: Other Finding

Incorrect "And Justice for All" poster on display.

Corrective Action:

The correct "And Justice for All" poster will need to be displayed. A picture of this will need to be uploaded for verification.

Corrective Action Due: June 29, 2022

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 December 2021 and March 2022 Claims for Reimbursement were reviewed. There were many transcription errors from tic sheets to the consolidated form. It is recommended Eustis Public Schools begins a practice of edit checks prior to completing future claims.

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 2023.

Michele Bisbee
Child Nutrition Consultant
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207-592-6076