



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

March 3, 2022

Kate Clark  
Superintendent  
Appleton  
444 Camden Road  
Hope, ME 04847

Dear Superintendent Clark:

The Appleton Nutrition Program was reviewed in December 2021 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 Stephanie Stambach at 215-9437 or email [stephanie.stambach@maine.gov](mailto:stephanie.stambach@maine.gov).

Sincerely,

DocuSigned by:  
*Walter Beesley*  
1BDE853DB8744C7...  
Walter Beesley  
Child Nutrition Director

WB/SS/pp

Enclosure

**SNP Administrative Review Findings****Appleton Public Schools (9)****Program Year 2022****Appleton Public Schools (9)**

444 Camden Road  
Hope, ME 04847

**Food Service Contact**

Toni Clark  
Food Service Director  
(207) 785-4504

**Executive Contact**

Kate Clark  
Superintendent  
(207) 763-3818

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

**Commendations**

\* Thank you to Toni Clark and Angela Wheaton for providing all of the information needed to complete the Administrative Review both on and off-site. We appreciate the assistance with completing this review. Thank you for all of your efforts to feed students during this challenging year!

\*Production records have been improved from the prior administrative review. These records serve as important documentation that the meals served meet meal pattern requirements. Keep up the good work!

**Technical Assistance**

- \* One meal application was selected for verification, which confirms eligibility of free and reduced-price meal benefits. A second attempt must be made to reach the family, which was completed; however, it was not documented. Technical assistance was provided to Danielle Gould. Susan Stillwell, principal, was listed as the verification official on the review materials however, it was determined that Danielle completes verification.
- \* A week of December 2021 menus and production records were reviewed to ensure meal pattern requirements were met for grades K-8. There was one occurrence when an alternate meal was offered to a student with insufficient grain. This was due to the portion size of macaroni and cheese. A minimum of 1 oz grain must be offered with each meal and only 1/4 oz grain was offered. Per the kitchen staff, Goldfish crackers are usually offered; however, it was not documented on the production record.
- \* Meals are currently served in the classroom and teachers distribute the meals to students. There is potential for error with this method as non-food service staff are responsible for making sure the correct meal components are given for a reimbursable meal. Per conversation with the kitchen staff, there are instances where crackers and fruit are offered alongside the main entree that teachers need to distribute. Based on reviewer observation, it appeared that students received all meal components; however, this must be monitored to ensure it is common practice. Additional training may also be needed.
- \* It was noted that meals were delivered when some classrooms were at recess. The time that elapsed from delivery to consumption was 5-7 minutes depending on the classroom. There is potential food safety with this practice but more so has the potential to reduce the quality of meals, especially with hot meals. Meal quality cannot be overlooked and effects student meal participation and acceptability.
  - \* 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.



**SNP Administrative Review Findings**

**Appleton Public Schools (9)**

*Program Year 2022*

**Appleton Village School (10)**

**Food Service Contact**

444 Camden Road  
Hope, ME 04847

Month of Review: December 2021

Date of Onsite Review: February 1, 2022

**Other Federal Programs - Appleton Village School (10)**

*1820. Accurate count at POS on each meal service line?*

**Finding 9000: Meals are not being counted at the point of service**

Currently, meal counts are based on classroom signup sheets for breakfast and lunch. This is not an allowable method for accountability. According to federal regulations, meals must be counted at the point of service, or when a student receives a meal.

A USDA resource was provided to Angela Wheaton on tips to maintain integrity when meals are served outside of the cafeteria. This may provide some ideas for meal counting.

**Corrective Action:**

Submit plan to reviewer for new method that will be used to accurately count meals. If meal counts remain in the classroom, submit documentation of training for teachers responsible as well as a monitoring plan to ensure meal counts are being completed correctly.

**Corrective Action Due: April 8, 2022**

Sincerely,

Stephanie Stambach MS, RD, SNS  
Child Nutrition Supervisor  
[stephanie.stambach@maine.gov](mailto:stephanie.stambach@maine.gov)  
207-215-9437