



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

May 5, 2022

Katrina Kane
Superintendent
Hancock Public Schools
66 Maine St., Ste 201
Ellsworth, ME 04605

Dear Superintendent Kane:

The Hancock Public Schools Nutrition Program was reviewed in January 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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,

DocuSigned by:

Walter Beesley

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Walter Beesley
Child Nutrition Director

WB/DH/pp

Enclosure



SNP Administrative Review Findings

Hancock Public Schools (1664)

Program Year 2022

Hancock Public Schools (1664)

66 Main Street Suite 201
Ellsworth, ME 04605

Food Service Contact

Cheryl Bridgwood
Food Service Director
(207) 422-3621

Executive Contact

Katrina Kane
Superintendent of Schools
(207) 664-7199

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

No Findings during Review

SNP Administrative Review Findings**Hancock Public Schools (1664)****Program Year 2022****Hancock Grammar School (215)****Food Service Contact**66 Main Street Suite 201
Ellsworth, ME 04605

Month of Review: January 2022

Meal Components & Quantities - Hancock Grammar School (215)*410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.***Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Production records were reviewed for the Review Period to determine whether the portion size of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. Portion size are not included on the daily production records. This is required to determine that the meal patter is being meet. For fruits and vegetables, a cup measure is needed, this is what the meal pattern uses. For meat/meat alternatives use ounce measures.

Corrective Action:

Submit additional production records for the week of May 9, 2022. Submit by May 25, 2022.

Other Federal Programs - Hancock Grammar School (215)*1820. Accurate count at POS on each meal service line?***Finding 9000: Meal Accountability**

During a conversation with the Kitchen Manager it was explained that meal accountability was completed by using the morning count then counting out the number of trays that will be needed. These two numbers were compared and when different would go back to see what caused the error.

Technical Assistance:

It was discussed with the Kitchen Manger how this needed to be completed.