



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 18, 2022

Christian Elkington
Superintendent
RSU 09
129 Seamon Rd., Ste 2
Farmington, ME 04938

Dear Superintendent Elkington:

The RSU 09 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 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.

Sincerely,

A handwritten signature in cursive script, appearing to read "Walter Beesley", with a long horizontal flourish extending to the right.

Walter Beesley
Child Nutrition Director

WB/MB/pp

Enclosure

cc: Andrew Hutchins

SNP Administrative Review Findings**RSU 09 (1508)***Program Year 2022***RSU 09 (1508)**129 Seamon Rd, Suite #2
Farmington, ME 04938**Food Service Contact**Andrew Hutchins
Director
(207) 779-9720**Executive Contact**Mr. Christian Elkington
Superintendent
(207) 778-6571

No. of Sites / Reviewed: 7 / 2

Month of Review: December 2021

General Program Compliance - RSU 09 (1508)*810. Non-discrimination on appropriate Program materials?***Finding 9000: Other Finding**

The short statement is approved for use on program menus. The short statement cannot be edited and must read "This institution is an equal opportunity provider".

Corrective Action:

RSU 09 will need to edit their menus to have the correct short statement on them. An updated menu will need to be provided to the reviewer.

Corrective Action Due Date: March 28, 2022

Commendations

- Andy Hutchins is doing a wonderful job providing meals to his students. Working with Andy throughout this review process was a joy and I look forward to working with him in the future. Thank you to RSU 09 for working hard to provide meals to their students through this difficult time.

Technical Assistance

- Technical assistance was provided to adjust the production records for breakfast to more clearly show that a milk variety is being offered.

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 November 2021 and December 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