



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 13, 2021

Tim Doak
Superintendent
RSU 39
75 Glenn St.
Caribou, ME 04736

Dear Superintendent Doak:

The RSU 39 Nutrition Program was reviewed in October 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,

DocuSigned by:
Walter Beesley
1BDE853D88744C7...

Walter Beesley
Child Nutrition Director

WB/MB/pp

Enclosure



Maine Department of Education

SNP Administrative Review Program Year 2022

RSU 39 (1468)

RSU 39 (1468)
75 Glenn Street
Caribou, ME 04736

**Food Service
Contact**
Mrs. Tosha Rogeski
Food Service Director
(207) 551-3714

Executive Contact
Tim Doak
Superintendent
(207) 493-4258

No. of Sites / Reviewed: 2 / 2
Month of Review: October 2021

Commendations

- RSU 39 has faced the struggles of operating through Covid restrictions well. They have
* made adjustments as they have gone to help improve the services that they provide to their students. They have faced employee shortages and distribution challenges and continue to push forward.

Review Findings

1824. Record Review Period Lunch/Supper and Breakfast Counts

Finding 9264: Review Period Claim for Reimbursement not validated

Based on a comparison of the reviewer's count of total meals by type for the Review Period, the site's count of total meals by type for the Review Period and the number of total meals by type submitted by the SFA on the Review Period Claim for Reimbursement, the Review Period Claim for Reimbursement could not be validated.

Reviewer counts	6704	8527
CLAIM	6684	8888
DIFFERENCE	-20	361

Estimated Fiscal Action: \$1,509.37

Corrective Action:

The October claim will need to be revised to so that the correct counts are on the claim and the reimbursement amount can be corrected.

A copy of the revised tic sheet that is now being used will need to be uploaded as well.

Corrective Action Due: 12/31/2021



Maine Department of Education

SNP Administrative Review *Program Year 2022*

RSU 39 (1468)

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 September 2021 and October 2021 Claims for Reimbursement were reviewed.

Michele Bisbee
Child Nutrition Consultant
Michele.bisbee@maine.gov
207-592-6076