



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 23, 2022

Kelly MacFadyen
Superintendent
RSU 80/MSAD 04
25 Campus Drive
Guilford, ME 04443

Dear Superintendent MacFadyen:

The RSU 80/MSAD 04 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 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 black ink, appearing to read "Walter Beesley", with a long, sweeping flourish extending to the right.

Walter Beesley
Child Nutrition Director

WB/MB/pp

Enclosure



SNP Administrative Review Findings

RSU 80/MSAD 04 (570)

Program Year 2022

RSU 80/MSAD 04 (570)

25 Campus Drive
Guilford, ME 04443

Food Service Contact

Ms. Roxanne D Chase
Food Services Director
(207) 876-3444

Executive Contact

Mrs. Kelly MacFadyen
Superintendent of Schools
(207) 876-3444

No. of Sites / Reviewed: 2 / 1
Month of Review: January 2022

General Program Compliance - RSU 80/MSAD 04 (570)

810. Non-discrimination on appropriate Program materials?

Finding 9000: Other Finding

The short statement is approved for use on the menu. However, the short statement has been edited on RSU 80's menu and this is not allowed.

Corrective Action:

RSU 80 will need to edit their menus to have the correct short statement on them "This institution is an equal opportunity provider". An updated menu will need to be provided to the reviewer.

Corrective action due: April 18, 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 November 2021 and January 2022 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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