



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

Elain Boulter  
Superintendent  
RSU 88  
169 Main St., Ste 101  
Van Buren, ME 04785

Dear Superintendent Boulter:

The RSU 88 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](mailto:michele.bisbee@maine.gov).

Sincerely,

DocuSigned by:

*Walter Beesley*

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Walter Beesley  
Child Nutrition Director

WB/MB/pp

Enclosure



## Maine Department of Education

### SNP Administrative Review Program Year 2022

**RSU 88 (685)**

**RSU 88/MSAD 24 (685)**  
169 Main Street Suite 101  
Van Buren, ME 04785

**Food Service  
Contact**  
Clayton Belanger  
School Lunch Director  
(207) 868-2746

**Executive Contact**  
Elaine Boulier  
Superintendent of Schools  
(207) 868-2746

No. of Sites / Reviewed: 2 / 1  
Month of Review: October 2021

#### General Program Compliance - RSU 88/MSAD 24 (685)

*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 88 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.

#### Meal Components & Quantities – Van Buren District Secondary School (686)

*410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.*

**Finding 9000: Other Finding**

Insufficient quantities of fruit were provided

**Corrective Action:**

Production records for the week of December 6th have been requested to show the error has been corrected.

Corrective action due: December 13, 2021

Estimated Fiscal Action: \$889.41

#### 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.



## Maine Department of Education

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### SNP Administrative Review

RSU 88 (685)

#### *Program Year 2022*

#### **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