



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

April 12, 2023

Richard Colpitts  
Superintendent  
Kingman Elementary School  
25 Park Street  
Kingman Twp, ME 04451

Dear Superintendent Colpitts:

The Kingman Elementary School Nutrition Program was reviewed on March 21, 2023 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.doefiles/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 Kaitlyn Fayle at 592-4198 or email [Kaitlyn.fayle@maine.gov](mailto:Kaitlyn.fayle@maine.gov).

Sincerely,

DocuSigned by:

*Adriane Ackroyd*

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Adriane Ackroyd

Assistant Director, Child Nutrition

AA/KF/pn

**SNP Administrative Review Findings****Kingman Elementary School-EUT (1682)****Program Year 2023****Kingman Elementary School-EUT (1682)**

25 Park Street  
Kingman Twp, ME 04451

**Food Service Contact**

Mrs. Maryann Hanscom  
Cook/administrative assistant  
(207) 765-2500

**Executive Contact**

Ms. Richard Colpitts  
Superintendent  
(207) 624-6892

No. of Sites / Reviewed: 1 / 1

Month of Review: February 2023

**Commendations**

- \* Overall, the National School Lunch and Breakfast Program at Kingman Elementary School is operating very well. It is obvious that Maryann Hanscom, Food Service Manager, has made great efforts to offer a healthy variety of menu items to the students. All paperwork is very well maintained. It was a pleasure to review this program.

**Resource Management - Kingman Elementary School-EUT (1682)**

712. SFA charged indirect costs to nonprofit school food service account?

**Finding 9000: Unallowable Costs**

It was discovered at the time of review that potable water was being purchased by School Food Service, this is an unallowable cost to the program. An alternative funding source must be used to purchase water going forward, and Food Service must be reimbursed for the water purchased.

**Corrective Action:**

Submit to the Reviewer a copy of the journal transfer of the reimbursement to the Food Service account.

Date Due: May 30th, 2023



**SNP Administrative Review Findings**

**Kingman Elementary School-EUT (1682)**

*Program Year 2023*

**Kingman Elementary School (1005)      Food Service Contact**

25 Park Street  
Kingman Twp, ME 04451

Month of Review: February 2023

Date of Onsite Review: March 21, 2023

**No Findings during Site 1005 Review**