



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 10, 2026

Jame Stoneton
Superintendent
Airline CSD
19 School Street
Orrington, ME 04474

Dear Superintendent Stoneton:

The Airline CSD Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On January 30, 2026 Sarah Platt reviewed Airline Community School. An exit conference with Katie Cobb occurred on January 30, 2026.

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 by the deadline(s) listed. 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

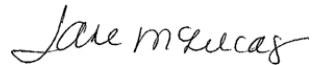
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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/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 Sarah Platt at 592-2410 or email sarah.d.platt@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/SP/pn



SNP Administrative Review Report

Airline CSD (1038)

Program Year 2026

Airline CSD (1038)

19 School Street
Orrington, ME 04474

Food Service Contact

Katie Cobb
Food Service
(207) 584-3012

Executive Contact

James Stoneton
Superintendent
(207) 825-3364

No. of Sites / Reviewed: 1 / 1
Month of Review: December 2025
Date of Onsite Review: January 30, 2026

Commendations

* Overall, the school nutrition program at Airline Community School is operating well. The program does a great job using scratch cooking methods with fresh baked whole grain muffins and pizza dough on the day of the onsite review. Katie Cobb, Food Service Director (FSD), participates in training and does a nice job adhering to the complex regulations. It was a pleasure to review this program.

Technical Assistance

- * Production records should include more details including a recipe name or number, product name, and unit size.
* The master list of student eligibility should include a date that the eligibility was determined and/or changed.
* Meals must be counted for reimbursement at the point of service (POS), which is the point in the serving line where a student receives a complete reimbursable meal. With only one person working in the food service department, collecting POS meal counts may be challenging. Currently, after all meals are served, Katie Cobb, FSD, completes the process of counting reimbursable meals. Due to the small student enrollment and Ms. Cobb's demonstration of being a knowledgeable and well-trained FSD, the reviewer determined this method was acceptable. Other options include having a trained staff person assisting with meal counting or students placing a name tag in a basket at the meal service window.
* Daily meal counts for the breakfast and lunch program are entered on the same form and then transferred to a monthly consolidated form. It is recommended that a separate form for breakfast and lunch be used to minimize the chance of human error.
* The Community Eligibility Provision (CEP) is an option for schools that have at least 25% of enrolled students on the direct certification (DC) list from DHHS. The benefits include maximizing federal funding for meal reimbursement and reduced administrative burden by eliminating free/reduced applications and the verification requirement. Starting in SY2027, schools that qualify to participate in CEP and do not, will lose the Maine share of reimbursement. Further communications will be shared with Superintendents in the Spring of 2026.

Certification and Benefit Issuance - Airline CSD (1038)

123. On-site observation - validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions

Finding 9000: Determining Official for Free and Reduced-price Student Eligibility

The Food Service Director (FSD) is designated as the determining official in the School Food Authority's (SFA) agreement with the State Agency. The FSD processed free and reduced-price meal applications and made eligibility determinations; however the eligibility notification letters sent to households were signed by the school principal, who is not identified as the determining official. Eligibility notification letters must accurately reflect the individual responsible for determining eligibility to ensure accountability and compliance with program requirements.

Corrective Action:

The SFA will ensure that eligibility notification letters accurately reflect the designated determining official. Specifically:

- The SFA will update eligibility notification letter templates so that they are signed by the Food Service Director, who serves as the determining official, or
- If the SFA intends for the principal to act as the determining official, the SFA will formally designate the principal in writing and ensure appropriate training is completed prior to assuming this role.

SNP Administrative Review Report**Airline CSD (1038)****Program Year 2026**

Complete corrective action and submit a statement of verification in CNPweb -> E-reviews -> Corrective Action Responses by March 10, 2026.

123. On-site observation - validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions**Finding 10002: Confidentiality of free and reduced-price meal applications**

The Food Service Director (FSD) is responsible for processing free and reduced-price meal applications; however, the applications are stored in the school office rather than in a secure location under the control of the FSD. This increases the risk of unauthorized access and disclosure of confidential student eligibility information.

Corrective Action:

The SFA will ensure that all free and reduced-price meal applications and related eligibility documentation are stored securely and access is limited to authorized personnel only. Specifically:

- All free and reduced-price meal applications will be stored in a locked file cabinet by the food service department.
- Access to eligibility information will be limited to staff with a legitimate need to know for program administration purposes.

Complete corrective action and submit a statement of verification in CNPweb -> E-reviews -> Corrective Action Responses by March 10, 2026.

General Program Compliance - Airline CSD (1038)**808. On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements****Finding 10001: Annual Public Notice Requirement**

At the beginning of each school year, schools must provide a public notice regarding their participation in the NSLP to newspapers so it may be printed as a public service to readers. A sample is available on our website: <https://www.maine.gov/doe/schools/nutrition/programs/nslp>. The Airline Community School did not provide an annual public notice to the local newspaper for School Year 2026.

Corrective Action:

Submit a statement in CNPweb of how this will be corrected in the future.
CNPweb -> E-reviews -> Corrective Action Responses by March 10, 2026.



SNP Administrative Review Report

Airline CSD (1038)

Program Year 2026

Airline Community School (1039)

19 School Street
Orrington, ME 04474

Month of Review: December 2025

Date of Onsite Review: January 30, 2026

Meal Counting & Claiming - Airline Community School (1039)

325. *Review Period meal counts by category correctly used in the claim? Enter data.*

Correct the formula error on the consolidated meal count sheet and submit a copy to the State Agency for review.

Maintain a copy of each month's consolidated meal count sheet.

Establish a two person system of validating meal counts prior to submitting the claim for reimbursement.

Corrective Action:

Correct the formula error on the consolidated meal count sheet and submit a copy to the State Agency for review. Keep a copy of each month's consolidated meal count sheet.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by March 10, 2026.