



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 16, 2025

Kevin Jordan
Superintendent
Athens Public Schools
175 Fern Road, Suite 1
Dexter, ME 04930

Dear Superintendent Jordan

The Athens Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 20, 2025 Michele Bisbee reviewed Athens Community School. An exit conference with occurred you on November 24, 2025.

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

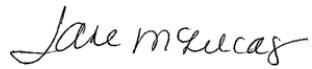
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 Michele Bisbee at 592-6076 or email michele.bisbee@maine.gov.

Sincerely,



Jane McLucas
Child Nutrition Director

JM/MB/pn



SNP Administrative Review Report

Program Year 2026

Athens Public Schools (1629)

Athens Public Schools (1629)

175 Fern Road, Suite 1
Dexter, ME 04930

Food Service Contact

Ms. Stephanie Hayden
Head Cook
(207) 654-2561

Executive Contact

Mr. Kevin Jordan
Superintendent, AOS 94
(207) 924-6000

Athens Community School (906)

175 Fern Road, Suite 1
Dexter, ME 04930

No. of Sites / Reviewed: 1 / 1

Month of Review: October 2025

Date of On-Site: November 20, 2025

A virtual exit meeting was held with Kevin Jordan on November 24, 2025

General Program Compliance - Athens Public Schools (1629)

808. *On-site observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements*

Finding 9008: Civil Rights Training

Not all foodservice employees/non-foodservice employees who have responsibilities in the school nutrition program have completed civil rights within the last 12 months.

Corrective Action:

As corrective action, please submit documentation of the employee's completed Civil Rights training including resource used for training, date of training and employee(s) signature.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by January 16, 2026.

Technical Assistance:

All staff completing tasks for the school nutrition program must complete civil rights training annually.

810. *The USDA non-discrimination statement is on appropriate Program materials*

Finding 9993: Non-compliance with the USDA non-discrimination statement

The Athens Community School webpage does not contain the full Federal and State non-discrimination statements. The monthly menu that was submitted for review contained an altered version of the approved short statement.

Corrective Action:

The SFA must update their website with the full Federal and State non-discrimination statement. The menus must also be updated with the appropriate short statement. "This institution is an equal opportunity provider"

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by January 16, 2026.

Technical Assistance:

The Maine DOE Child Nutrition webpage provides Civil Rights training and links to the USDA Child Nutrition Program Civil Rights Statements and Maine nondiscrimination statement.

1007. *On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements?*

Finding 9994: LWP Triennial assessment

The triennial assessment of the Local Wellness Policy has not been completed as required. A Triennial Assessment



SNP Administrative Review Report

Athens Public Schools (1629)

Program Year 2026

Template is available on the Maine DOE Child Nutrition webpage: www.maine.gov/doe/schools/nutrition/programs/nslp

Corrective Action:

Complete triennial assessment and upload assessment.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by January 16, 2026.

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?

Finding 9000: Professional Standards Requirement Not Met

Along with required training hours there are a couple specific trainings that must be completed each year.

The following trainings need to be completed:

- Stephanie Hayden: Procurement 101
- Nancy Martin: Meal Counting and Claiming
- Melanie Boyd: Meal Counting and Claiming
- Chris Davis: Civil Rights

Corrective Action:

Please submit documentation of completion to your reviewer.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by January 16, 2026.

1402. SFA storage of commercial food products?

Finding 9000: Other Finding

School is currently not tracking non-domestic purchases

Beginning in School Year 2026, School Food Authorities (SFAs) are required to track all meal component items purchased through the nonprofit school food service account that are not Buy American compliant. Only food components are required to be tracked to ensure compliance with the 10% non-domestic product threshold for this program year.

To ensure that the tracking process is being properly implemented and maintained, the State Agency will request documentation for one complete month of non-domestic item tracking, along with the total amount of food expenditures during that same period.

- Beginning in SY 2025-26, the non- domestic food purchases cap will be 10 percent.
- Beginning in SY 2028-29, the non- domestic food purchases cap will be 8 percent.
- Beginning in SY 2031-32, the non- domestic food purchases cap will be 5 percent.

This phased-in approach will allow schools to gradually adjust to the new requirement

TA The Food Service Manager received training during the on-site review on the proper procedures for identifying and documenting non-compliant items to maintain compliance with Buy American tracking requirements.

Corrective Action:

Submit for Corrective Action a tracking spreadsheet containing food component items for September 2025. The Buy American training tool can be found here: [https://www.maine.gov/doe/schools/nutrition/financial](http://www.maine.gov/doe/schools/nutrition/financial)

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by January 16, 2026.



SNP Administrative Review Report
Program Year 2026

Athens Public Schools (1629)

SNP Administrative Review Report**Athens Public Schools (1629)****Program Year 2026**

1501. Records retained for 3 years

Finding 9152: SFA not retaining Program records for a minimum of 3 years.

The SFA does not retain the appropriate records regarding program management for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits.

Daily meal count forms must be kept as part of the claim backup.

Corrective Action:

Meal count forms starting November 21, 2025 through the month of December will need to be submitted to the reviewer. A statement of where these documents will be maintained will also need to be provided.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by January 16, 2026.

Meal Counting & Claiming - Athens Community School (906)

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

Finding 9000: Other Finding

Daily meal count forms are entered into the consolidated form and then they are not kept. Daily meal count sheets must be kept with all other documentation for 3 years.

Corrective Action:

Daily meal count sheets for the month of December will be emailed to the reviewer and the December claim will be validated.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by January 16, 2026.

Meal Components & Quantities - Athens Community School (906)

401. DOR - meals selected by students contain all required components/quantities? Enter data.

Finding 9000: Other Finding

During breakfast the staff member completing accountability was not always completing it at the end of the line. This allowed for a few students to get by without all required items at breakfast.

Technical Assistance:

Technical Assistance was provided during breakfasts and students were made to come back and select an additional item to complete their breakfast. It was also recommended that any staff members that do accountability review our meal counting and claiming training.

409. Review period production records and supporting documentation - were all required meal components offered, and daily/weekly requirements met

Finding 9075: Production records/supporting documentation indicate daily/weekly meal pattern requirements for the age/grade group(s) not met.

The NSLP and SBP meal pattern has both daily and weekly requirements that must be met for all meal components. During the review of planned NSLP and SBP menus for the menu review week, the following insufficiencies were noted:

*the minimum weekly Meat/Meat Alternate requirement was not met for lunch due to the both the pizza and the peanut butter and fluff sandwich crediting below a 2 oz eq grain serving.

*there was a missing meal component, vegetable, on 1 day.



SNP Administrative Review Report

Athens Public Schools (1629)

Program Year 2026

Corrective Action:

- Stephanie, and any other staff they may be required to complete production records, must attend a virtual production records training to be hosted by Maine DOE Child Nutrition. Completed on December 4, 2025

- A additional week of production records will be submitted at the reviewer's request, and these will be evaluated for completeness.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by January 16, 2026.

General Program Compliance - Athens Community School (906)

1408. Temperature logs available?

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs are unavailable for the milk cooler and the 3-door cooler.

Corrective Action:

Temp logs will need to be maintained for 30 consecutive days and submitted for review.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by January 16, 2026.

Michele Bisbee
Child Nutrition Consultant
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207-592-6076