



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

April 22, 2025

Nancy Martin
Administrative Assistant
Caswell Public Schools
1025 Van Buren Road
Caswell, ME 04750

Dear Ms. Martin:

The Caswell Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On March 11, 2025 Michele Bisbee reviewed Dawn F. Barnes Elementary School. An exit conference with you and Rebecca Fuller occurred on March 11, 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

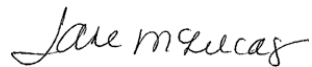
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.do/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 cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/MB/pn



SNP Administrative Review Report

Caswell Public Schools (127)

Program Year 2025

Caswell Public Schools (127)

1025 Van Buren Road
Caswell, ME 04750

Food Service Contact

Rebecca Fuller
Cook
(207) 325-4611

Executive Contact

Nancy Martin
Admin Assistant
(207) 325-4611

Dawn F Barnes Elementary Sch (128)

1025 Van Buren Road
Caswell, ME 04750

No. of Sites / Reviewed: 1 / 1

Month of Review: February 2025

Date of Onsite Review: March 11, 2025

Commendations

- * Rebecca and Nancy do a wonderful job promoting the lunch program and introducing the students to new foods regularly. They have a wonderful relationship with the students and it shows during meal service.

An exit meeting was held upon completion of the on-site visit with Rebecca and Nancy to go over any findings and technical assistance.

General Program Compliance - Caswell Public Schools (127)

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

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

The approved short statement for use on menus had been altered. The short statement on the menus read "The Maine Department of Education and the USDA Are Equal Opportunity Providers and Employers."

Corrective Action:

The SFA must update their menus with the appropriate nondiscrimination statement. "This Institution is an Equal Opportunity Provider"

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by May 16, 2025

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.

Meal Counting & Claiming - Dawn F Barnes Elementary Sch (128)

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

Finding 9000: Other Finding

Caswell uses a student checklist for accountability. While counting marks to enter into the monthly worksheet there were two instances (one breakfast and one lunch) where they miscounted. This resulted in the overclaim of one breakfast and one lunch.

Technical Assistance:

Technical assistance was provided on site to have another staff member validate the counts before completing the claim. Fiscal action will be waived for this.



SNP Administrative Review Report
Program Year 2025

Caswell Public Schools (127)

Meal Components & Quantities - Dawn F Barnes Elementary Sch (128)

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

Finding 9000: Other Finding - Salad Bar Production Records

Technical Assistance:

Technical assistance was provided on site about recording everything available on the salad bar on production records. Keeping track of all foods offered helps to ensure components and sub groups are being met along with tracking any excessive food waste.

General Program Compliance - Dawn F Barnes Elementary Sch (128)

1404. Food safety plan - written, copy available

Finding 9997: Technical Assistance - Food Safety Plan

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Technical Assistance:

The school has a food safety plan. However, it has not been updated in a while.
It is recommended that the food safety plan be reviewed annually with staff and updated as needed.

Michele Bisbee
Child Nutrition Consultant
Michele.bisbee@maine.gov
207-592-6076