



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

March 14, 2025

Mark Hurvitt  
Superintendent  
Deer Isle Stonington CSD  
251 North Deer Isle Road, Unit 1  
Deer Isle, ME 04627

Dear Superintendent Hurvitt:

The Deer Isle Stonington CSD Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On March 6, 2025 David Hartley reviewed Deer Isle-Stonington High School. An exit conference with you occurred on March 6, 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

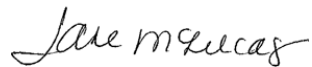
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 David Hartley at 624-6878 or email [david.hartley@maine.gov](mailto:david.hartley@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/DH/pn

**SNP Administrative Review Findings****Deer Isle-Stonington CSD (1049)****Program Year 2025****Deer Isle-Stonington CSD (1049)**

251 N. Deer Isle Road  
Unit 1  
Deer Isle, ME 04627

**Food Service Contact**

Ms. Sheila Nevells  
Food Service Director  
(207) 348-6301

**Executive Contact**

Mr. Mark Hurvitt  
Superintendent  
(207) 348-9100

No. of Sites / Reviewed: 2 / 1  
Month of Review: January 2025

**Commendations**

- \* An exit conference was held with Superintendent Mark Hurvitt to discuss any findings and potential action that will be needed.
- \* During the Administration Review the possibility of Deer Isle-Stonington-CSD to participate in Community Eligibility Provision was discussed. The district qualifies for CEP based on the review and would calculate to a free claiming percentage of 46.42%.

The data used is based on the enrollment and the Direct Certification list on April 1st, this year.

- \* The review was conducted at Deer Isle - Stonington high school which now has a fully operating kitchen. The meals are now prepared on site, nice and fresh, and the staff do a good job taking care of their customers. Keep up the good work.

**Certification and Benefit Issuance - Deer Isle-Stonington CSD (1049)****126. Certification Benefits/Issuance Review Method, applications correctly approved?****Finding 9017: The application approval process is not implemented correctly.**

Eligibility determination errors were found. Students were receiving meal benefits with no supporting documentation; application was approved correctly however students were receiving a better benefit. Based on the Direct Certification list, students were receiving the incorrect benefit. There is a potential fiscal action of approximately \$277.56

**Corrective Action:**

The master list must be updated to reflect the errors found. A copy of the updated master list must be uploaded into CNPweb.

The updates master list by be received by April 11, 2025

**134. Direct Certification matches performed according to required timeframes?****Finding 9025: The SFA does not perform direct certification matches with the State agency according to regulations.**

The Direct Certification list must be reviewed at least three times a year and compared to the student master list to determine if any changes in status have occurred. Students that were receiving paid or reduced-price meals where found on the Direct Certification list and eligible to receive a better meal benefit.

**Technical Assistance:**

This was explained to the Food Service Director.

**Verification - Deer Isle-Stonington CSD (1049)****206. On-site observation validate Off-Site Assessment Tool responses to Verification questions?****Finding 9006: Verification information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Verification procedures could not be validated during on-site observations. Deficiencies in the SFA's Verification procedures identified from the Off-site Assessment Tool:

**SNP Administrative Review Findings****Deer Isle-Stonington CSD (1049)*****Program Year 2025***

The Verification process was not completed correctly. Letters must be sent to the family notifying them of their selection. Copies of the proof of income must be kept on file. Once the verification process has been completed a final notice is sent to the family notifying them of the results. Copies of all documentation must be kept for validation of the process.

**Corrective Action:**

The verification process for approved meal benefit applications was not followed. No letter notifying the family of the selection, copies of any documents supplied to verify income or a final letter notifying the family that the process has been completed where sent or maintained.

For SY 2026 the Verification webinar must be watched, the date it was watched must be sent to the reviewer. All documentation for the verification process completed in SY 2026 must be uploaded into CNPweb. The letter notifying the family, proof of income supplied and the final letter at the conclusion of the process. This documentation must be submitted by November 15, 2025.

**General Program Compliance - Deer Isle-Stonington CSD (1049)*****810. The USDA non-discrimination statement is on appropriate Program materials*****Finding 9993: Non-compliance with the USDA non-discrimination statement**

The full nondiscrimination statement, including Maine's nondiscrimination statement, must be used on program materials. The statement(s) were missing from the [insert documents/website]

**Corrective Action:**

The SFA must update their eligibility notices with the appropriate nondiscrimination statement found on the DOE Child Nutrition Web site.

Submit the information requested by April 11, 2025.

***1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?*****Finding 9000: Other Finding**

Currently school nutrition staff have not met the Professional Standards training required. One of the full time individuals requiring 10 hours has only completed 3.5 hours.

**Corrective Action:**

Submit to the reviewer the plan to complete these training hours. Include the training that will be completed and how many hours each training will contain

Submit the information requested by April 11, 2025.



SNP Administrative Review Findings

Deer Isle-Stonington CSD (1049)

Program Year 2025

Deer Isle-Stonington High Sch (1051)

Food Service Contact

251 N. Deer Isle Road

Unit 1

Deer Isle, ME 04627

Month of Review: January 2025

1407. SFA written food safety plan implemented?

**Finding 9000: Other Finding**

Food temperature measuring devices must be checked for accuracy. This was not happening. The School Standard Operating Procedures states this will be done at least once every week.

**Corrective Action:**

A plan to check for accuracy the food temperature measuring devices must be submitted to the reviewer with a copy of a log showing the checking being completed for the remainder of the month of March

Submit this to the reviewer by April 11, 2025.