



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

December 1, 2025

Barbara Sargent  
Superintendent  
Hermon Public Schools  
31 Billings Road  
Hermon, ME 04401

Dear Superintendent Sargent

The Hermon 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 Sarah Platt reviewed Hermon Middle School. An exit conference with Jennifer Clavette occurred on December 1, 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

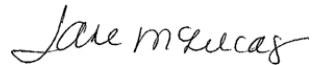
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Hermon Public Schools (219)

Program Year 2026

Hermon Public Schools (219)

31 Billings Road
Hermon, ME 04401

Food Service Contact

Mrs. Jennifer Clavette
Food Service Director
(207) 848-4023

Executive Contact

Dr. Barbara Sargent
Superintendent
(207) 848-4000

No. of Sites / Reviewed: 3 / 1
Month of Review: October 2025
Onsite Date: November 20, 2025

Commendations & Notes

- \* The National School Lunch and Breakfast Program at Hermon Public Schools is operating very effectively. Jennifer Clavette demonstrates a strong understanding of program requirements. We recognize the considerable effort required to prepare for this review and truly appreciate your assistance. Thank you, and please keep up the excellent work.
\* The Community Eligibility Provision (CEP) is an option for schools that have at least 25% 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.

Resource Management Comprehensive Review - Hermon Public Schools (219)

764. Catering/School Events

Finding 9000: Catering invoice did not include labor

Revenue generated from the sale of items not part of the reimbursable meal program, called non-program sales, must generate enough money to cover all associated costs, including food, labor, and other expenses. The nonprofit school foodservice account cannot subsidize non-program sales. The catering invoice selected for review did not include labor costs.

Corrective Action:

Revise invoice from 11/4/2025 to include labor. Submit a copy of the revised invoice and documentation of payment to the school food service account. Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 1/5/2026.

767. Nonprogram Revenue and Food Cost Ratio

Finding 10000: Revenue ratio was less than the food cost ratio.

The SFA was not in compliance with USDA's nonprogram foods revenue requirement in 7CFR 210.14. Nonprogram food revenue from catering and other sales must generate enough money to cover all associated costs including food, labor, and other expenses. The program has not been charging for labor when doing catering for district/town functions. This is unallowable and is contributing to the revenue ratio being lower than required.

Corrective Action:

Submit a statement of how this will be corrected.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 1/5/2026.

Technical Assistance:

Nonprogram foods are foods and beverages sold, other than reimbursable meals for students, that are purchased using funds from the school foodservice account. This includes a la carte, vending, adult meals, and catering.

**SNP Administrative Review Report**  
*Program Year 2026***Hermon Public Schools (219)****General Program Compliance - Hermon Public Schools (219)**

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 Template is available on the Maine DOE Child Nutrition webpage: [www.maine.gov/doe/schools/nutrition/programs/nslp](http://www.maine.gov/doe/schools/nutrition/programs/nslp) for the Wellness Team to use when completing this assessment.

**Corrective Action:**

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 1/5/2026.

**Technical Assistance:**

The triennial assessment must be completed by the wellness team at least once every three years.

1602. *On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

**Technical Assistance: Summer Food Service Program Outreach**

School Food Authorities (SFAs) are required to inform households about the availability and location of free meals for students via the Summer Food Service Program (SFSP), whether or not the SFA participates in the SFSP.

**Meal Components & Quantities - Hermon Middle School (221)**

410. *Review period - planned menu quantities meet the meal pattern requirements*

**Finding 9000: Technical Assistance: Crediting Vegetables in the NSLP Meal Pattern****Technical Assistance:**

Technical assistance was provided on the serving size of salad to ensure enough was offered to count as a serving of vegetables. Leafy greens, such as romaine lettuce, credit as twice the volume. For example, 1 cup of lettuce counts as a 1/2 cup serving.