



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

Alyssa Dickinson  
Superintendent  
Medway Public Schools  
25 Middle School Drive  
Medway, ME 04460

Dear Superintendent Dickinson:

The Medway Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On January 13, 2026 Michele Bisbee reviewed Medway Middle School. An exit conference with you and Nancy Small occurred on January 13, 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

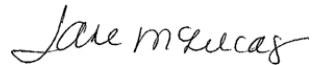
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Medway Public Schools (294)

Program Year 2026

Medway Public Schools (294)

25 Middle School Drive
Medway, ME 04460

Food Service Contact

Nancy Small
Head Cook
(207) 746-3470

Executive Contact

Alyssa Dickinson
Superintendent/Principal
(207) 746-3470

No. of Sites / Reviewed: 1 / 1
Month of Review: December 2025
Date of On-site Review: January 13, 2026

Technical Assistance

- \* Technical assistance was provided during the on-site review to help reduce labor time taken for delivery of FFVP. Dividing the items by classroom in the kitchen will allow for quicker delivery and will eliminate the need for frequent glove changes.
A conversation was also had around the use of dips along with FFVP. Try not to make this a habit of providing dips every day and dips are never allowed with fruit.
\* At the time of the on-site review required Buy American tracking had not been happening. Nancy has worked hard to start tracking all non-compliant products and has submitted her tracking spreadsheet for review.
\* During lunch service it was observed that students were left unattended in the cafeteria part way through lunch. The salad bar and milk cooler are both in the cafeteria where students eat and this presents a serious food safety and loss prevention risk. This area cannot be left unattended.

An exit meeting was held at the conclusion of the on-site review with Alyssa Dickinson and Nancy Small

Certification and Benefit Issuance - Medway Public Schools (294)

133. Direct Certifications correctly certified?

Finding 9024: Some students directly certified for free meals were not certified correctly.

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for free meals incorrectly.

Corrective Action:

Student eligibility was corrected immediately. No further corrective action is required at this time.

Technical Assistance:

Due to the small student enrollment, the 4 students that were incorrectly listed as free put the district over the 3% threshold for errors. The district has been advised that they need to implement CEP for the upcoming school year because of new laws that will make them ineligible for state funding if they do not implement CEP. If the district does not do this they will not be eligible for state funding and they will be required to complete an independent review of applications for the upcoming school year.

General Program Compliance - Medway Public Schools (294)

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

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

The full current nondiscrimination statement, including Maine's nondiscrimination statement, must be used on program materials. The statement on the verification notification letter was outdated.

Corrective Action:

The SFA must update their verification notification letter with the appropriate nondiscrimination statement.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by March 13, 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.

*1211. Validate OFS #1201 - SFA employee count***Finding 9000: Other Finding**

Three school staff members are assigned as Point of Service staff.

**Technical Assistance:**

All staff members that have job duties within child nutrition, including operating the point of service system must be included in professional standards requirement.

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

Nutrition staff and other staff with duties in nutrition have not completed required trainings prior to beginning job duties. All staff must have civil rights training prior to beginning duties and must be trained annually at a minimum on their job requirements.

**Corrective Action:**

Nancy Martin needs civil rights training - Completed on 1/14/26

Emily Moore needs civil rights training and 3 1/2 additional hours of training.

Teachers/Staff members that operate the Point of Service system must complete civil rights training, meal counting and claiming training and offer vs serve training.

Please submit documentation of completed trainings and plan to complete remaining required trainings if applicable.

Training videos can be found on our website: <https://www.maine.gov/doe/schools/nutrition/training>

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by March 13, 2026

SNP Administrative Review Report

Medway Public Schools (294)

Program Year 2026

Medway Middle School (295)

Food Service Contact

25 Middle School Drive  
Medway, ME 04460

Meal Counting & Claiming - Medway Middle School (295)

318. DOR - accurate meal counts by category at POS? Enter data.

**Finding 9000: Meals Counted for Reimbursement Without Being Observed by Point of Service Staff**

Staff members assigned to cover the Point of Service (POS) were not there at the beginning of meal service. It was observed that the staff at POS were not checking meals to ensure they were complete. Many students would set their trays down, go to the salad bar and then put their number in when they did not have a complete meal to be verified with them. This is not allowable. All meals claimed for reimbursement must be identified by the POS attendant.

Students that were choosing to get milk only were being counted as having a reimbursable meal by some teachers and others were just allowing them to take this free of charge. This is also unallowable. Students must either take a reimbursable meal for the district to be allowed to claim it, or they must be charged for the milk only.

**Corrective Action:**

Training will need to be completed by all staff operating the POS system. This is noted in the finding for professional standards requirements.

Please submit a statement clearly identifying how counting and claiming will be completed. Please be as detailed as possible including requiring students to come up to the POS with their complete meal and how students wanting milk only will be handled.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by March, 13, 2026

General Program Compliance - Medway Middle School (295)

811. Justice for All poster displayed in prominent location?

**Finding 9101: Justice For All poster not displayed in prominent location.**

The USDA "And Justice for All" poster was not displayed in a prominent location where it is visible to recipients of benefits.

**Technical Assistance:**

Upon arrival it was observed that the "And Justice for All" poster was located in the kitchen. This was corrected and moved to a public location prior to the start of breakfast service.

1404. Food safety plan - written, copy available

**Finding 9145: Food safety plan was not available at the reviewed school.**

A copy of the written food safety plan was not available at the reviewed school.

**Corrective Action:**

Develop a food safety plan for the reviewed school. Provide documentation that this has been completed. Sample SOPs can be found at theicn.org

These should be reviewed and customized to fit your schools' practices.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by March 13, 2026.

**Technical Assistance:**

It is recommended that the food safety plan be reviewed annually with staff and updated as needed.

*1405. Food safety inspection***Finding 9000: Other Finding**

Repeat findings were observed on the two most recent health inspections. These include peeling paint, mop boards in need of repair and stained ceiling tiles. It was discussed that these would be fixed over February vacation.

**Corrective Action:**

Please submit documentation that these items have been repaired.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by March 13, 2026

Michele Bisbee  
Child Nutrition Consultant  
[Michele.bisbee@maine.gov](mailto:Michele.bisbee@maine.gov)  
207-592-6076