



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 4, 2024

Martin Puckett
Executive Director
Opportunity Training Center
25 Lombard Street
Presque Isle, ME 04769

Dear Mr. Puckett:

The Opportunity Training Center Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 14, 2024 David Hartley reviewed Opportunity Training Center. An exit conference with you occurred on November 14, 2024.

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

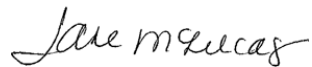
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/DH/pn



SNP Administrative Review Findings

Opportunity Training Center (C1264)

Program Year 2025

Opportunity Training Center (C1264)

25 Lombard Street
Presque Isle, ME 04769

Food Service Contact

Janet Thibodeau
Bookkeeper
(207) 554-4550

Executive Contact

Martin Puckett
Executive Director
(207) 554-4515

No. of Sites / Reviewed: 1 / 1
Month of Review: October 2024

Commendations

- * Joy Charette does a very good job with the students. At breakfast each student is asked what they are having for breakfast. She helps them with what they are having and the students know she is going to ask. Then Joy takes meals to the students in the classrooms making sure each student receives the requested meal. Keep up the good work.
- * During the review on November 14, 2024 an enrollment list was compared to Directly Certified students eligible for free meals and based on the preliminary information, OTC could possibly participate in CEP and claim 100% of the meals served at the free rate. With the addition of Medicaid Free eligible students, it makes the possibility of 100% free claiming more likely. Paula Perkins has access to the Direct Certification list.
The data to participate is based on information as of April 1, 2025.
The Executive Director needs to email david.hartley@maine.gov to participate. Any questions about the CEP program should be directed to david.hartley@maine.gov or by telephone at 624-6878
- * An exit conference was conducted on Thursday, November 14, 2024 with Martin Puckett to review any findings or assistance needed to help with the operation of the program.

General Program Compliance - Opportunity Training Center (C1264)

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

Finding 9000: Other Finding

Individuals working to feed the students are not paid out of a Child Nutrition Fund. One individual Joy Charette maintains the student meal check list and serves the students there meals.

Technical Assistance:

Training needs to be completed for this program every year. This training needs to include the Child Nutrition Civil Rights training, and other areas that pertain to this program. Trainings can be found on the Child Nutrition web page at: <https://www.maine.gov/doe/schools/nutrition/training>.



SNP Administrative Review Findings

Opportunity Training Center (C1264)

Program Year 2025

Opportunity Training Center (1265)

Food Service Contact

25 Lombard Street
Presque Isle, ME 04769

Month of Review: October 2024

Meal Counting & Claiming - Opportunity Training Center (1265)

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

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The sum of the school's daily meal counts by category for the review period does not match the State agency's validated meal counts for the school for the review period. The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. [The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.] [The problem is considered non-systemic because the contributing factors are unusual, not part of the normal operating procedure and the system does not require changes to achieve accurate results.]

Corrective Action:

The sheets used for claiming meals for the month of October was reviewed. The totals claimed do not match the totals calculated from the checklists used.

	Claim		Validation		Under Claim- (Over Claim)	
	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
Free	649	647	650	648	1	1
Reduced	41	41	41	41	0	0
Paid	186	178	185	170	-1	-8

Free meals were under claimed for both breakfast and lunch by one each.

Paid meals for breakfast were overclaimed by 1 and for lunch over claimed by 8.

Please submit to the reviewer the sheets used for meal accountability for the months of September and November.

Please submit by January 6, 2025.

Meal Components & Quantities - Opportunity Training Center (1265)

400. DOR – all required components available during entire meal service, all lines? Enter data.

Finding 9002: Meal components missing on Day of Review.

As observed on the Day of Review, the full offering of grains for High School students was not meet. The required grain offering for High School students at lunch is 2 oz. Students that choose beef stew where also give one package of Goldfish crackers.

Corrective Action:

Meals are prepared by Presque Isle High School. OTC staff members go to the HS to get the lunch meals every day. Each serving of beef stew only contained one package of Goldfish crackers.

A plan must be developed to ensure that the High School students are given the full and complete meal. This can be either keeping some foods on hand or working more closely with Presque Isle High School that each meal will be complete.

Please submit your plan of action by January 6, 2025.