



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

March 16, 2026

Amy Hediger  
Superintendent  
RSU 16  
3 Aggregate Road  
Poland, ME 04274

Dear Superintendent Hediger:

The RSU 16 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On January 20, 2026 Michele Bisbee reviewed Bruce M Whittier Middle School. An exit conference with Rod Bartlett and Amy Hediger occurred on January 20, 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

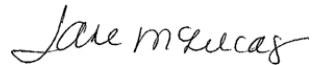
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

RSU 16 (1456)

Program Year 2026

RSU 16 (1456)  
3 Aggregate Road  
Poland, ME 04274

**Food Service Contact**  
Rod Bartlett  
Food Service Director  
(207) 998-5400

**Executive Contact**  
Amy Hediger  
Superintendent  
(207) 998-2727

No. of Sites / Reviewed: 5 / 1  
Month of Review: December 2025

General Program Compliance - RSU 16 (1456)

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 Food Service Page on the district website

**Corrective Action:**

The SFA must update their website with the appropriate nondiscrimination statement.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action has been completed.

**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.

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)

**Corrective Action:**

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 24, 2026.

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

**Finding 9000: Other Finding**

Not all staff are on track to complete required training hours.

**Corrective Action:**

Submit a plan with schedule of what trainings will be completed and when.

Corrective Action Due: April 24, 2026

SNP Administrative Review Report

RSU 16 (1456)

Program Year 2026

Bruce M Whittier Middle School (363) Food Service Contact

3 Aggregate Road  
Poland, ME 04274

Month of Review: December 2025  
Date of On-Site: January 20, 2026

Meal Components & Quantities - Bruce M Whittier Middle School (363)

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

**Finding 9998: Production Records**

The following issues were noted with production records:  
• production records were incomplete

**Corrective Action:**

Technical assistance was provided during the on-site visit regarding the completion of production records. Staff attended a training with reviewer on January 8, 2026. Submit one week of complete production records from the week of March 23, 2026.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 24, 2026.

502. DOR - Signage explaining OVS reimbursable meal near/at beginning of service line?

**Finding 9080: No signage explaining what constitutes a reimbursable meal under Offer vs. Serve.**

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal under Offer vs. Serve (including the requirement that students must select at least 1/2 cup fruit or vegetable) is not identified near or at the beginning of the meal service line(s).

Signage is needed for lunch service.

**Corrective Action:**

Post lunch specific meal signage for OvS. ensuring that students take at least 1/2 cup fruit or vegetable so make a complete meal.

To complete corrective action, take a photo of new signage once posted and submit the documentation.

Corrective Action Due: April 24, 2026

General Program Compliance - Bruce M Whittier Middle School (363)

901. On-site monitoring review(s) were completed prior to February 1

**Finding 9105: Documentation of the SFA's on-site monitoring of the school's meal counting and claiming procedures was not available.**

Documentation of the SFA's on-site monitoring of the school's counting and claiming procedures for the current Program Year was not available at the school.

**Corrective Action:**

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 24, 2026.

*1105. Foods and beverages sold to students during school day meet Smart Snacks standards***Finding 9160: Foods and beverages sold to students not compliant with Smart Snacks standards.**

Some foods and beverages sold to students during the school day do not meet Smart Snacks standards in both the service line and external vending machines.

**Corrective Action:**

Staff must enter each item into the Smart Snacks calculator to assess for compliance and document calories to be posted at the point of decision for each item. Staff must determine compliance for the lowest grade level in the building, as younger students require more stringent standards.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 24, 2026.

**Technical Assistance:**

The reviewer provided technical assistance while on-site during the review. The Alliance for a Healthier Generation has an online calculator available as a resource to assess compliance with smart snack compliance.

*1407. SFA written food safety plan implemented?***Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.**

Proper HACCP principles not observed: Food temperatures not adequately monitored. Thermometers used are not checked for accuracy on a regular basis. Two digital thermometers checked during the review were both off, not reading correct temperature. When kitchen manager was asked to calibrate, cup of ice was gotten, reviewer was asked if water should be put in also.

**Corrective Action:**

Please submit documentation of food temperatures and documentation of thermometer calibration for a one month period.

Corrective Action Due: April 24, 2026

*1411. Did any review of products indicate violations of the Buy American provision?***Finding 9988: Buy America**

The following item(s) were identified in the storage area and are non-compliant with the Buy American provision:

canned black olives.

**Corrective Action:**

Submit justification for these non-compliant products OR submit documentation that these products have been replaced with compliant items.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 24, 2026

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