



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 28, 2025

Heather Manchester
Superintendent
RSU 17
232 Main Street, Suite 2
South Paris, ME 04281

Dear Superintendent Manchester:

The RSU 17 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On March 18 & 19, 2025 David Hartley reviewed Guy E Rowe School and Oxford Hills Comprehensive High School. An exit conference with Carrie Colley occurred on March 19, 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

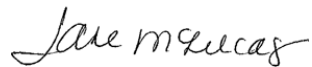
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

RSU 17/MSAD 17 (646)

Program Year 2025

RSU 17/MSAD 17 (646)

232 Main St Suite 2
South Paris, ME 04281

Food Service Contact

Mr. Curtis C Manchester
Food Service Director
(207) 743-8914

Executive Contact

Mrs. Heather Manchester
Superintendent of Schools
(207) 743-8972

No. of Sites / Reviewed: 10 / 2
Month of Review: February 2025

Commendations

- * An exit conference was held on March 19, 2025, with Carrie Colley, Director of Finance & Operations, to discuss findings and any corrective action needed and tell how the program is running.
- * Beginning in School Year 2026 the allowance to purchase non-Buy American meal pattern foods will need to be monitored and is not allowed to exceed 10%. Over the next 6 years this will decrease to 5% beginning in SY 2032.
- * During the Administration Review the possibility of RSU 17 to participate in Community Eligibility Provision was discussed. The district qualifies for CEP based on the review and would calculate a free claiming percentage of potentially 70.49%.

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

- * Staff at both schools reviewed do a very good job serving healthy nutritious meals to their customers. The kitchens are kept clean and well organized.

When talking with staff and asking questions they were interested in learning better ways to do things.

Thank you, keep up the good work.

No Findings during Review



SNP Administrative Review Findings

RSU 17/MSAD 17 (646)

Program Year 2025

Guy E Rowe School (650)

Food Service Contact

232 Main St Suite 2
South Paris, ME 04281

Month of Review: February 2025
Date of Onsite Review: March 18, 2025





SNP Administrative Review Findings

RSU 17/MSAD 17 (646)

Program Year 2025

Oxford Hills Comprehensive H S (656) Food Service Contact

232 Main St Suite 2
South Paris, ME 04281

Month of Review: February 2025

Date of Onsite Review: March 19, 2025

Meal Components & Quantities - Oxford Hills Comprehensive H S (656)

500. DOR - OVS properly implemented

Finding 9000: Other Finding

During the review of breakfast it was noticed some of the items used contained more than one component or was being counted as containing two components. An example was a honey bun. This item only contained one grain equivalent so it should only count as one item. No unallowable meals were claimed.

Technical Assistance:

Additional training is needed so individuals conducting the point of service operation are clear as to how many components each item contains.

General Program Compliance - Oxford Hills Comprehensive H S (656)

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: Thermometers are not being checked for accuracy, therefore food temperatures not adequately monitored. RSU 17 SOP regarding thermometers being checked for accuracy stated at least once per week, this was not being done. When the digital thermometers used were checked for accuracy during the review, none were correct.

Corrective Action:

Thermometers are going to be replaced, and training is going to be held on the proper procedure for check thermometers for accuracy and provide training on the proper use. Submit to the reviewer a record of this training and the attendees. For Oxford Hills High School submit the temperature calibration log for the month ending April 31, 2025.

Submit by May 9, 2025.