



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 13, 2026

Mike Hammer
Superintendent
RSU 19
266 Williams Road
Newport, ME 04953

Dear Superintendent Hammer:

The RSU 19 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On December 11, 2025 Stephanie Stambach reviewed Somerset Elementary School. An exit conference with Joe Chadbourne occurred on December 11, 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

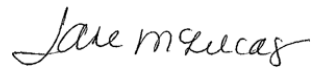
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.doefiles/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 Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/SS/pn



SNP Administrative Review Report

RSU 19 (1458)

Program Year 2026

RSU 19 (1458)

266 Williams Rd
Newport, ME 04953

Food Service Contact

Ms. Lorey Duprey
Director Child Nutrition
(207) 355-3613

Executive Contact

Mr. Mike Hammer
Supt of Schools
(207) 368-5091

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

Commendations

- * Thank you to Lorey Duprey and her staff for assisting with the RSU 19 Administrative Review. We appreciated the time and assistance provided by the staff. Somerset Elementary School was selected for the review based on USDA regulations. The School Nutrition Director was quick to fix any issues that arose during the off-site and on-site portions of the review.

Technical Assistance

- * Somerset Elementary participates in the Fresh Fruit and Vegetable Program (FFVP), which provides fruits and vegetables outside of mealtimes. The intention of the program is to offer a variety of produce for students to try and to expose students to new foods. Technical assistance was provided to offer more unfamiliar items to meet the intent of the program.
* During meal service, it was noted that many teachers came to the kitchen for condiments and utensils. It's important to keep in mind that these items are part of the overall cost of the food service program. Teachers should be charged for the additional items as they will add up over time.
* A November claim discrepancy was found at Nokomis Regional High School. A total of 4,981 lunches were claimed, when 4,979 was verified by the reviewer. This was due to human error, and the difference will be waived. No further action is needed.

Resource Management Comprehensive Review - RSU 19 (1458)

765. Adult Meals

Finding 9980: Adult Meal Price

The adult meal price is currently \$4.75 for lunch and the per meal cost is \$5.17. The price charged for an adult meal must be equal to or greater than the cost to produce the meal.

Corrective Action:

Increase the price of adult meals to an amount that covers the per meal cost. Submit documentation in CNPweb - E-reviews - Corrective Action Responses by February 13, 2026.

General Program Compliance - RSU 19 (1458)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements?

Finding 9000: RSU 19 District Wellness Policy does not meet federal requirements

The current district wellness policy was reviewed and the following was found:

- 1. Food and beverage marketing of foods and beverages that meet federal Smart Snacks guidelines were missing.
2. Goals for nutrition promotion and "Other School Based Activities that Promote Wellness" were missing.
3. Chapter 51, a state law, was referred to in the policy and should be removed as it is outdated.

Additional feedback was provided to clarify certain sections of the policy to be in compliance.

Corrective Action:

Revise wellness policy and submit a copy to the reviewer. Upload final, approved policy to CNP web- E Reviews- Corrective Action Responses by March 31, 2026.

SNP Administrative Review Report
*Program Year 2026***RSU 19 (1458)****Somerset Elementary School (2046) Food Service Contact**266 Williams Rd
Newport, ME 04953

Month of Review: November 2025

Meal Counting & Claiming - Somerset Elementary School (2046)*318. DOR - accurate meal counts by category at POS? Enter data.***Finding 9000: Unallowable meal counting procedure**

According to federal requirements, reimbursable meals must be counted at the point of service, or when a student receives a meal. During the on-site visit the following issues were observed:

1. The Pre-K classrooms were not taking meal counts at the point of service and were using daily attendance. Meals are offered family style and while the meal is offered to all students, only the children that take part in the meal can be counted.
2. During lunch in the cafeteria, meals were counted at the start of the serving line before the student had selected a complete meal. No unallowable meals were observed. Breakfast meal counts are taken at the end of the line; however, this process changed for lunch.
3. During lunch, teachers were observed taking meals for students who were not present. Meals can only be counted for reimbursement at the point when a student receives the meal.

Corrective Action:

Describe in detail how the meal counting procedure has been corrected including:

1. For Pre-K meals in the classroom, implement and describe the new process that will be used to count student meals. Include a monitoring plan to ensure procedures are followed in the future.
2. How are meals at lunch in the cafeteria being counted at the end of the serving line?
3. What process will be implemented for teachers taking meals on behalf of students, to verify that the student received a meal?

Once the meal count procedure has been corrected, submit 30 days of breakfast and lunch meal counts. This will be used to conduct a recalculation of meal counts.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by **February 13, 2026**.
Meal counts may be submitted by **April 3, 2026**.

Technical Assistance:

Technical assistance was provided on-site to teachers and food service staff.

Meal Components & Quantities - Somerset Elementary School (2046)*403. DOR - two varieties of milk available, allowable substitutions? Enter data.***Finding 9053: Milk variety not offered throughout serving period on Day of Review.**

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period for breakfast and lunch.

Corrective Action:

Upload recent invoice showing an additional milk option was ordered and offered to students, in CNP web- E Reviews- Corrective Action Responses by **February 13, 2026**.

SNP Administrative Review Report**RSU 19 (1458)***Program Year 2026***Technical Assistance:**

Technical assistance was provided during breakfast that two milk types must be offered with each meal. Although guidance was provided, only one milk type was offered for lunch.

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

Finding 9000: Meal pattern findings at Somerset Elementary School

Menus and production records were reviewed for one week in November 2025. The following meal pattern findings were identified at the school:

- Multiple non-whole grain rich items were found, including the tortilla wrap, bagel, macaroni and pizza crust.
- The yogurt offered at breakfast exceeded the added sugar limit of 12 grams per 6 oz serving.

Corrective Action:

Compliant products that meet whole grain rich criteria for grains and the added sugar limits for yogurt were found during the on-site review. No further action is needed.

Technical Assistance:

RSU 19 uses Health E Pro menu planning software, which has a database of recipes. Technical assistance was provided to ensure that the recipe and nutrition facts labels in the system match what is actually being served. Any discrepancies that were noted were fixed promptly by the School Nutrition Director.