



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

November 21, 2025

Roberta Hersom
Superintendent
RSU 49
8 School Street
Fairfield, ME 04937

Dear Superintendent Hersom:

The RSU 49 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 18, 2025 Sarah Platt reviewed Lawrence Junior High School. An exit conference with Dan Chamberlain occurred on November 18, 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

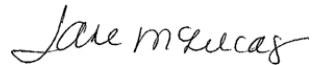
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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/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 Sarah Platt at 592-2410 or email sarah.d.platt@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/SP/pn



SNP Administrative Review Report

RSU 49/MSAD 49 (826)

Program Year 2026

RSU 49/MSAD 49 (826)

8 School Street
Fairfield, ME 04937

Food Service Contact

Daniel Chamberlain
Nutrition Director
(207) 453-4200

Executive Contact

Roberta Hersom
Superintendent of Schools
(207) 453-4200

No. of Sites / Reviewed: 4 / 1
Month of Review: October 2025
Onsite Review: November 18, 2025

Commendations & Notes

- * The National School Lunch and Breakfast Program at RSU #49 is operating very effectively. Dan Chamberlain demonstrates a strong understanding of program requirements and the team does a commendable job integrating scratch cooking and local ingredients. We recognize the considerable effort required to prepare for this review and truly appreciate your assistance. Thank you, and please keep up the excellent work.
- * RSU #49 is operating the Community Eligibility Provision (CEP) which reduces the administrative burden of processing free and reduced-price meal applications. CEP allows the program to maximize federal funds and supports Maine's Healthy Meals for All.

General Program Compliance - RSU 49/MSAD 49 (826)

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: Other Finding

The wellness policy was reviewed and found to be missing the following elements:

- Nutrition promotion goals- goals are found throughout the policy; however, a 'Nutrition Promotion' section is needed.
- Permit food and beverage marketing of only those foods and beverages that meet federal Smart Snacks guidelines

Corrective Action:

Update the wellness policy to be in compliance and upload a copy to CNP web -> E-reviews -> Corrective Action Responses by January 31, 2026.

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

Corrective Action:

Submit a copy of the completed LWP Triennial Assessment in CNPweb -> E-reviews -> Corrective Action Responses by January 31, 2026.

Technical Assistance:

Technical assistance provided to Dan Chamberlain during the on-site review.

1403. Did a review of agricultural food components indicate violations of the Buy American provision?

Finding 9992: Technical Assistance - Buy American Provision

The Buy American provision requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products. The limit on the percent of total commercial food costs from non- domestic foods will be phased in over 7 school years.

- Beginning in SY 2025-26, the non- domestic food purchases cap will be 10 percent.
- Beginning in SY 2028-29, the non- domestic food purchases cap will be 8 percent.
- Beginning in SY 2031-32, the non- domestic food purchases cap will be 5 percent.

Starting SY 2025-26, schools must track purchases of non-domestic food purchases. A form used for tracking can be found on our website: <https://www.fns.usda.gov/nslp>

Meal Components & Quantities - Lawrence Jr High School (831)

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

Finding 9998: Production Records

Production Records are a requirement and are used to support the claiming of reimbursable meals. They must document all meal components and serving sizes offered as well as quantities of food served. The following issues were noted with production records:

- production records were incomplete
- did not include total reimbursable/non-reimbursable meals
- did not document the type of fruit offered
- did not document that milk was offered
- the amounts served were not recorded
- the amount of fruit did not reflect that each student had the required amount of fruit with their meal (breakfast)
- units were not consistently recorded (pound, gallon, cup) when documenting amounts prepared, served and leftover

Corrective Action:

1) Please complete training on production records (Food Service Director, Kitchen Manager and all others responsible for completing production records). Submit documentation of training including the source of the training, date of training, and sign-in sheet of all those in attendance.

2) Please submit the breakfast and lunch production records from December 16, 2025.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by December 22, 2025.

Technical Assistance:

Technical assistance was provided during the on-site visit regarding the completion of production records.

Technical assistance was provided on the proper serving size of yogurt to credit toward meal pattern requirements. A 2-ounce yogurt such as a 'GoGurt' is not a full meal component.