



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 6, 2026

Tyler Putnam
Superintendent
RSU 70
175 Hodgdon Mills Road
Hodgdon, ME 04730

Dear Superintendent Putnam:

The RSU 70 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On December 9, 2025 Kaitlin Fayle reviewed Hodgdon Middle/High School. An exit conference with you and Carol Quint occurred on December 9, 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

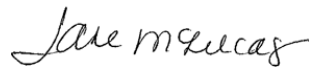
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 Kate Fayle at 592-4198 or email kaitlin.fayle@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/KF/pn



SNP Administrative Review Report

RSU 70/MSAD 70 (957)

Program Year 2026

RSU 70/MSAD 70 (957)

175 Hodgdon Mills Road
Hodgdon, ME 04730

Food Service Contact

Mrs. Carol Quint
Food Service Director
(207) 532-9228

Executive Contact

Mr. Tyler Putnam
Superintendent
(207) 532-9228

No. of Sites / Reviewed: 1 of 2
Month of Review: November 2025

Commendations

- * Thank you for the time and effort you put into preparing for the Administrative Review. It was great to spend time in the cafeteria and see how smoothly everything runs. The staff were kind and attentive to the students, and the overall environment felt warm and student focused. It's clear your team works well together and is committed to doing what's best for Maine students.

General Program Compliance - RSU 70/MSAD 70 (957)

810. The USDA non-discrimination statement is on appropriate Program materials

Finding 9000: The full USDA Nondiscrimination Statement must be published on program materials.

The full USDA Nondiscrimination Statement must be published on program materials and the School Food Authority's website, where the program's information is obtained by the public.

Corrective Action:

Include a direct link to the Nondiscrimination Statement on the School Food Authorities' website.

Date due: Feb 1, 2026

The USDA nondiscrimination statement can be found here: <https://www.usda.gov/non-discrimination-statement> or here: <https://www.maine.gov/doe/schools/nutrition/nondiscrimination>

CNPweb -> E-reviews -> Corrective Action Responses by 2/1/2026

1007. Local School Wellness Policy

Finding 9000: Local School Wellness Policy Triannual Assessment

The School's Wellness Committee has not completed the assessment of the Local Wellness Policy within the last three years.

Corrective Action:

Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into CNPweb or provide a link to this document on the district website.

Date due: April 3, 2026

The district can request an extension if needed

Technical Assistance:

The Wellness Policy Assessment can be found here: <https://www.maine.gov/doe/schools/nutrition/programs/nslp>

CNPweb -> E-reviews -> Corrective Action Responses by 2/1/2026

1110. On-site observation validate responses to Smart Snacks Questions

Finding 9000: Smart Snack Standards Not Met

Foods sold to students through vending machines did not meet Smart Snacks in School nutrition standards.

It was observed that required calorie information was not printed and posted at the point of decision for all products offered. In addition, food items sold during the school day did not consistently meet Smart Snacks nutrition requirements for calories,

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sodium, and fat. Under federal regulations, food items sold to students during the school day must comply with Smart Snacks standards, unless the items are sold only after the end of the school day.

Corrective Action:

The School Food Authority must ensure that:

All foods and beverages sold to students during the school day meet Smart Snacks nutrition standards for calories, sodium, and fat; or

Non-compliant food items are sold only after the end of the school day.

Calorie information for all items sold is clearly printed and posted at the point of decision for students.

Submit documentation demonstrating compliance (such as product photos, nutrition labels, Smart Snacks calculators, vending machine signage to ensure future compliance with food items sold.

Date due February 1, 2026

CNPweb -> E-reviews -> Corrective Action Responses by 2/1/2026.

Technical Assistance:

Food items sold to students can be checked for meeting compliance standards using the Smart Snacks Calculator tool found here: <https://foodplanner.healthiergeneration.org/calculator>

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

Finding 9000: Professional Standards

Annual training requirements for child nutrition staff are as follows:

- Food Service Director 12 hours
- Kitchen Manager 10 hours
- Full-time staff must complete 6 hours
- Part-time staff-4 hours

All other staff or personnel who work in child nutrition programs must receive annual documented training applicable to their duties.

It was found during the review that program staff have received insufficient training, where hours obtained included food shows which cannot be used towards annual training.

Corrective Action:

Submit a training plan for SY26 to ensure that the staff will meet annual training requirements.

Date is due: February 1, 2026

CNPweb -> E-reviews -> Corrective Action Responses by 2/1/2026.

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

Finding 9000: Buy American Tracking

RSU 70 is currently not tracking non-domestic purchases.

Beginning in School Year 2026, School Food Authorities (SFAs) are required to track all meal component items purchased through the nonprofit school food service account that are not Buy American compliant. Only food components are required to be tracked to ensure compliance with the 10% non-domestic product threshold for this program year.

Corrective Action:

Submit a tracking spreadsheet containing food component items for September 2025. The Buy American training tool can be found here: <https://www.maine.gov/doe/schools/nutrition/financial>

Date due: February 1, 2026

CNPweb -> E-reviews -> Corrective Action Responses by 2/1/2026

Hodgdon Middle/High School (1769) Food Service Contact
175 Hodgdon Mills Road
Hodgdon, ME 04730

Month of Review: November 2025

Meal Components & Quantities - Hodgdon Middle/High School (1769)

402. *DOR - Do quantities served meet daily meal pattern requirements for age/grade groups*

Finding 9000: Crediting Documentation (Popcorn Chicken)

Product Formulation Statements (PFS) from the manufacturer or USDA Child Nutrition (CN) labels were not available for review for the popcorn chicken served on the day of review. Meat/Meat Alternate products that are not whole muscle must have approved crediting documentation to demonstrate that the planned serving size meets National School Lunch Program (NSLP) meal pattern requirements.

Corrective Action:

The School Food Authority will discontinue use of popcorn chicken and other processed meat/meat alternate products that do not have approved crediting documentation on file. Going forward, the SFA will use a CN-labeled popcorn chicken product or a product supported by a verified manufacturer Product Formulation Statement (PFS) that clearly documents the ounce-equivalent contribution toward the meat/meat alternate component.

Submit a copy of the CN-labelled product that the SFA plans on using going forward.

Date due February 1, 2026

CNPweb -> E-reviews -> Corrective Action Responses by 2/1/2026

403. *DOR - Two varieties of milk available, allowable substitutions*

Finding 9000: Documentation of Fluid Milk

Milk is a required component of the National School Lunch Program (NSLP). Documentation of the daily milk offering must be maintained to verify that a reimbursable meal was offered.

Corrective Action:

Effective immediately, milk offerings must be documented daily using one of the following methods:

- Milk must be recorded directly on the daily production record, or
- The milk inventory and order form must be dated and maintained on file with the corresponding daily production record.

This documentation must be retained to support that a reimbursable meal, including the required milk component, was offered for each day of service.

Corrective action will be validated with the submission of a week of production records for January 5th 2026 See findings 9991&9000

Date due February 1, 2026

CNPweb -> E-reviews -> Corrective Action Responses by 2/1/2026.

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*Program Year 2026***RSU 70/MSAD 70 (957)**

410. *Review period - planned menu quantities meet the meal pattern requirements*

Finding 9000: Insufficient Grain Offering (Grades 9–12)

The planned alternative meal offered daily consisted of a 2.6 oz Uncrustable sandwich and a 1oz cheese stick. This combination did not provide the required minimum of 2.0-ounce equivalents of grains for lunch for students in grades 9–12, as required under the National School Lunch Program meal pattern.

Corrective Action:

By the time of the onsite review, the Uncrustable alternate meal was corrected to include the 5.3 oz Uncrustable. No further corrective action is required.

410. *Review period - planned menu quantities meet the meal pattern requirements*

Finding 9991: Production Records Incomplete

Production records are used to support the claiming of meals and, therefore, must document all items that are offered and quantities served as part of the reimbursable meal. Production records for the week of review were missing documentation of the milk offering, and on several daily offerings, the serving size indicated "cup" with no specific amounts listed.

Corrective Action:

Submit five (5) consecutive days of completed production records for the week of January 5th 2026.

Date due February 1, 2026

CNPweb -> E-reviews -> Corrective Action Responses by 2/1/2026.

411. *Review period planned menu – school comply, incomplete meals due to unacceptable substitutions? Enter data.*

Finding 9000: Missing vegetable subgroup

During the menu review week, the lunch menu did not include a required dark green vegetable subgroup.

Corrective Action:

To ensure that all required vegetable subgroups, including dark green vegetables, are offered weekly. Compliance will be verified through the submission and review of five consecutive days of lunch production records for the week of January 5, referenced in finding 9991 above which will be used to document planned and served vegetable subgroups meeting NSLP meal pattern requirements.