



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

3/5/2026

Robert England
Superintendent
RSU 71
41 Lions Way
Belfast, ME, 04915

Dear Superintendent, England:

The RSU 71 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On March 3rd and 4th Kaitlin Fayle reviewed Troy A Howard and Belfast High School. An exit conference with Sponsor Staff Contacts occurred on March 2nd.

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

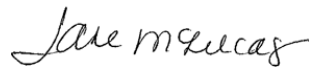
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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



Follow Up Report

RSU 71 (1733)

Program Year 2026

RSU 71 (1733)

41 Lions Way
Belfast, ME 04915

Food Service Contact

Ms. Allison A Goscinski
Director of Nutrition
(207) 338-3320

Executive Contact

Mr. Bob England
Superintendent
(207) 338-1960

No. of Sites / Reviewed: 7 / 2
Month of Review: December 2025

Commendations

* This review was conducted as a follow up to the SY2025 Administrative Review
During the follow-up review, several areas demonstrated improvement compared to the prior review period. Documentation practices have improved, and it is evident that efforts have been made to provide additional staff support and oversight in meal service operations. The commitment to cross-training staff and increasing attention to meal pattern requirements reflects an effort to build a more sustainable and compliant program.

While some operational areas still require adjustments and corrective action, the improvements observed indicate that the School Food Authority is moving in a positive direction from the previous review.

The State Agency appreciates the cooperation and responsiveness shown during the review process and recognizes the work that has already been undertaken to strengthen the program. Continued focus on staff training, documentation, and internal monitoring will further support the progress already made.

Technical Assistance

* Food Safety Requirements

Ghost Trays- food samples for items prepared or cut where cross-contamination may occur must be:

- Maintained for 48 hours in refrigeration
• Properly labeled
• Discarded after 48 hours

Temperature Logs

- Each refrigeration unit must maintain a temperature log
• Logs should be completed daily
• Monthly sheets should be saved and retained for documentation

* Whole Grain Compliance in NSLP and SBP

Regulation requires:

- At least 80% of grains must be whole-grain-rich

Suggestions are:

- Review purchasing practices to ensure non-whole grain products are not in excess
• Prioritize whole-grain items for purchase for ease of compliance

Meal Counting & Claiming - RSU 71 (1733)

314. SFA following approved SFA-SA agreement?

Finding 9049: SFA not following the approved SFA-SA Agreement and/or Application.

The School Food Authority is not operating the program in accordance with its approved SFA-State Agency agreement and application, specifically regarding approved Point of Service procedures and meal service locations.

Follow Up Report**RSU 71 (1733)****Program Year 2026**

The sponsor is providing meals to children in a location that has not been approved or recognized by the Maine Department of Education. Meals provided to children attending YMCA programming and claimed under Captain Albert School are not eligible for reimbursement under the NSLP or SBP. Program regulations require that reimbursable meals be:

- Served to students enrolled in the School Administrative Unit (SAU), and
- Served and consumed at an approved school site operating under the authority of the SAU, and
- Served during the academic school day in a congregate setting.

Because the YMCA program operates outside of an approved school site, these meals are not eligible to be claimed for federal reimbursement.

Corrective Action:

Submit the daily meal count documentation for December 2025, for all meals provided to children attending the YMCA program that were claimed under Captain Albert School.

Upon receipt of the documentation, the reviewer will consolidate the identified meals served to YMCA participants to determine the total number of meals that were incorrectly claimed for reimbursement.

The reviewer will then instruct the sponsor to adjust the December 2025 claim with the corrected meal counts.

In addition to meal counts, RSU 71 must submit for corrective action the procedure that will be in place to address the YMCA meals going forward and the role of food service.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 3/20/2026

Technical Assistance:

Offsite meals can be provided through catering, where the food service invoices the district or YMCA for the amount to produce the meals. Meals served through catering are not claimed for reimbursement and therefore do not have to meet the NSLP meal pattern requirements.

General Program Compliance - RSU 71 (1733)

1110. Did on-site observation validate responses to Smart Snacks Questions #1100-1103 on the Off-Site Assessment Tool?

Finding 9000: Smart Snack Requirements

Calories must be posted at the point of decision for à la carte items sold during the school day.

Corrective Action:

Please submit for corrective action, uploaded photos of posted calories on coolers and vending machines for all items sold to students at the high school.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 3/30/2026

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

Finding 9000: Buy American Provision

Buy American tracking is not maintained by the SFA

Corrective Action:

Complete and submit for 1 month of Buy American tracking from a prior month in the current program year.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 3/30/2026

Technical Assistance:

After the completion of the SY26 program year, all districts in the State will be asked to provide their tracking to the State agency.

Follow Up Report**RSU 71 (1733)***Program Year 2026***Belfast Area High School (735)****Food Service Contact**41 Lions Way
Belfast, ME 04915

Month of Review: December 2025

Date of Onsite Review: February 3, 2026

Meal Components & Quantities - Belfast Area High School (735)*409. Review period production records and supporting documentation - were all required meal components offered, and daily/weekly requirements met***Finding 9000: Deli Bar – Standardized Recipe & Crediting Documentation**

Deli bar sandwich recipes are not standardized and lack crediting information.

Corrective Action:

Submit 5 days of deli bar production records for the week of 3/16/2026 with accompanying reformatted deli sandwich recipes, that indicate both serving size, weight and creditable weight for each offering.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 3/30/2026

Technical Assistance:

To reduce confusion and strengthen compliance documentation, the deli bar production records should include:

- Actual weight per serving
- Creditable weight per serving
- Number of slices of the deli product required to equal 1oz equivalent

*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 serving sizes for each item offered, amounts prepared, served and leftover for each item, milk offering and salad bar offerings.

December menu week observations:

on 12/5: ½ cup of juice was recorded on the main production record; however, on the salad bar, the additional fruit offering had 6 servings planned and zero leftovers, leading to insufficient fruit offerings for that day.

on 12/1, 12/3, & 12/4: Applesauce was offered on the salad bar without an additional fruit option documented. – No serving size amount or planned serving size was indicated on salad bar items.

Corrective Action:

Submit five (5) consecutive days of breakfast and lunch production records for the week of 3/16/2026 to ensure meal components are properly recorded.

Fiscal action has been assessed for 169 lunch meals served on 12/5. Production records indicated that ½ cup of juice was the only fruit offering available for 169 meals served.

This fiscal action is required due to a repeat finding from the previous Administrative Review regarding insufficient offerings.

Revise the December claim for Belfast High School by 3/25/2026

Submit production records for corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 3/30/2026

Follow Up Report**RSU 71 (1733)***Program Year 2026***Technical Assistance:**

Salad Bar & Grade 9-12 1 Cup Offering Guidance:

Because many fruit and vegetable portions are planned as ½ cup servings, when the meal pattern requires a full 1 cup offering, schools should consider:

- Pre-portioned 1 cup servings- indicating on the production record and notifying the students that they may take two ½ cup portions

OR

- Two ½ cup portions of different fruit options where students may select both offerings

Production records and leftovers must be documented where:

- Both fruit offerings were available to all students
- Quantities prepared were sufficient for the total planned meals

General Program Compliance - Belfast Area High School (735)*901. On-site monitoring review(s) were completed prior to February 1***Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.**

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure for [SBP/NSLP/FFVP] prior to February 1 of the current Program Year.

Monitoring must be completed by someone not involved in the day-to-day operation.

Corrective Action:

Complete on-site monitoring for the [SBP/NSLP/FFVP] and submit a copy of the reviewer for all schools.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 3/30/2026

Follow Up Report**RSU 71 (1733)***Program Year 2026***Troy A Howard Middle School (736) Food Service Contact**41 Lions Way
Belfast, ME 04915

Month of Review: December 2025

Date of Onsite Review: February 3, 2026

Meal Components & Quantities - Troy A Howard Middle School (736)*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 in a planned serving size and quantities served/ leftover as part of the reimbursable meal.

Some items on the SFA's Production records for the week of review were missing serving sizes for each item offered, amounts prepared, served and leftover.

Corrective Action:

Please submit 5 consecutive days of both breakfast and lunch production records for the week of 3/16/2026 to verify that documentation has been fixed.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 3/30/2026.

Technical Assistance:

Breakfast Fruit Requirement in School Breakfast

- Students must be offered 1 cup of fruit daily at the time of service.
- Under Offer Versus Serve (OVS), students may select ½ cup of fruit.
- Fruit is a required component for a reimbursable breakfast.

Production Record Expectations

Production records must clearly reflect:

- Total fruit servings prepared (minimum equal to planned meals)
 - Amount served
 - Amount leftover
 - Confirmation that 1 full cup per student was offered in the breakfast program for grades k-12
- The number of fruit servings offered and leftover must align with the total planned meals for that day.