



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 State House Station
Augusta, ME
04333-0023

Janet T. Mills
Governor

Pender Makin
Commissioner

April 14, 2026

Tayna Staples
Superintendent
RSU 86
28 High School Drive, Suite B
Fort Fairfield, ME 04742

Dear Superintendent Staples:

The RSU 86 Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On April 7, 2026 David Hartley reviewed Fort Fairfield Middle/High School. An exit conference with you and Tosha Rogeski occurred on April 7, 2026.

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 (including 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.

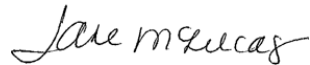
Location: 23 State House Station, Augusta, ME 04333-0023

Phone: 207-624-6600 | **Fax:** 207-624-6700 | **TTY Users:** Call Maine Relay 711 | **Website:** www.maine.gov/doe
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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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,



Jane McLucas
Child Nutrition Director

JM/DH/pn



SNP Administrative Review Report

RSU 86/MSAD 20 (664)

Program Year 2026

RSU 86/MSAD 20 (664)
28 High School Drive Suite B
Fort Fairfield, ME 04742

Food Service Contact
Tosha Rogeski
Food Service Director
(207) 472-3290

Executive Contact
Tayna Staples
Superintendent
(207) 473-4455

No. of Sites / Reviewed: 2 / 1
Month of Review: March 2026

Commendations

- * An exit conference was held with Superintendent Tayna Staples and Food Service Director on Wednesday, April 8th after the review. The findings were discussed and items that include corrective action.
- * The kitchen is kept clean and tidy. Staff work well and serve their customers healthy meals. Keep up the good work.
- * It is suggested that the meals offered to the students include more options. Items that the students like would help to increase participation. Either talk with the students or offer a survey to see what they might like to see as different offerings. This could also help to increase participation

General Program Compliance - RSU 86/MSAD 20 (664)

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 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.

Corrective Action Due: May 29, 2026.

Technical Assistance:

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

1402. SFA storage of commercial food products?

Finding 9000: Other Finding

School 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: May 29, 2026

SNP Administrative Review Report**RSU 86/MSAD 20 (664)***Program Year 2026***Fort Fairfield Middle/High School (665) Food Service Contact**28 High School Drive Suite B
Fort Fairfield, ME 04742

Month of Review: March 2026

Date of Onsite Review: April 8, 2026

Meal Components & Quantities - Fort Fairfield Middle/High School (665)*400. DOR – all required components available during entire meal service, all lines? Enter data.***Finding 9000: Other Finding**

At breakfast prior to the beginning of meal service it was noted the breakfast entree, a Breakfast Combo bar contained one ounce serving of meat/meat alternative and .25 ounce of grain offering. The required offering of grains for a high school student is one ounce per day and a total of 10 ounces over the week. This was not being met.

Corrective Action:

Training is needed on the breakfast meal pattern and what food items contributes to the meal pattern for a middle/high school student. If the entree has a Child Nutrition label this needs to be reviewed to determine if additional items are needed. When a meat/meat alternative is offered it can be counted as a grain offering.

There are various trainings that can accomplish this task on the Maine Child Nutrition web site:

<https://www.maine.gov/doe/schools/nutrition/training>

Corrective action due May 29, 2026.

*404. Day of Review - signage explaining the reimbursable meal was posted near/at beginning of service line***Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.**

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal under Offer vs. Serve (including the requirement that students must select at least ½ cup fruit or vegetable) is not identified near or at the beginning of the meal service line(s).

Corrective Action:

Submit copies of pictures showing the signage and where it is posted.

Submit to the reviewer by May 29, 2026

Technical Assistance:

The school provided technical assistance during the on-site visit.

*409. Review period production records and supporting documentation - were all required meal components offered and daily/weekly requirements met***Finding 9000: Other Finding**

During the week of review, February 2-6, 2026, no legumes were served. The Director stated they are on the salad bar at least once per week. If they are not noted on the daily production record, this is an indication they were not offered.

The grain offering over the week must contain at least 80% of the items be whole grain rich. This was not being accomplished. When ordering items the nutritional information label must be checked to be sure you are ordering whole grain rich offerings.

Technical Assistance:

It was suggested to the Food Service Director pick one day to offer legumes each week, place them on the daily production

SNP Administrative Review Report**RSU 86/MSAD 20 (664)****Program Year 2026**

record. This would have them already recorded and serve as a reminder to offer them that day.

Check grain deliveries to make sure they are whole grain rich. If not reach out to your distributor to find a solution.

General Program Compliance - Fort Fairfield Middle/High School (665)*1404. Food safety plan - written, copy available***Finding 9145: Food safety plan was not available at the reviewed school.**

A copy of the written food safety plan was not available at the reviewed school.

Technical Assistance:

They copy of the Standard Operating Procedures from Fort Fairfield Elementary school will be made for Fort Fairfield Middle/High School.

*1408. Temperature logs available?***Finding 9000: Other Finding**

The checking of the accuracy of thermometers used to check foods was not completed on a regular basis or recorded. This was however stated as a requirement in the training completed at the beginning of the school year.

Corrective Action:

From the review date until the last week in May, complete the thermometer calibration and recording of this being completed.

Submit the completed thermometer calibration logs to the reviewer by May 29, 2026.

*1409. Storage violations observed***Finding 9000: Other Finding**

The freezer floor had many boxes on the floor. Items stored in a freezer need to be placed six inches off the floor to help with ventilation and cleaning.

Technical Assistance:

Organize the freezer to be easily accessible for the products being used each day. This can also help with menu planning, to know what items are available.