



SNP Administrative Review Report

RSU 63/MSAD 63 (932)

Program Year 2026

RSU 63/MSAD 63 (932)

202 Kidder Hill Road
Holden, ME 04429

Food Service Contact

Ali Alnasif
Business Mgr
(207) 843-7851

Executive Contact

Sheila Caldwell
Superintendent
(207) 843-7851

No. of Sites / Reviewed: 3 / 1
Month of Review: January 2026
Onsite Review: April 2, 2026

Commendations

- * The kitchen staff at Holden School demonstrated a strong understanding of National School Lunch Program meal pattern requirements and daily operations. Staff were knowledgeable, engaged, and asked thoughtful questions. They were receptive to feedback and open to implementing recommendations. Notably, the program has operated throughout the school year despite the absence of a School Nutrition Program Director. Thank you for the assistance throughout the review process. Keep up the good work!

Technical Assistance

*RSU 63 has operated without a School Nutrition Program Director for most of the current school year. While an individual has been hired to fill a shared School Nutrition Program Director/Business Manager role, the position was vacant at the time of the review.

The absence of a dedicated director has contributed to gaps in oversight and a limited understanding of the complex and highly regulated requirements of the National School Lunch Program (NSLP).

It is recognized that, despite these challenges, the kitchen staff have maintained daily operations effectively, and the interim superintendent has made good faith efforts to support the program. However, due to the scope and specificity of program requirements, ongoing oversight by a knowledgeable and trained School Nutrition Program Director is essential to ensure compliance.

RSU 63 is strongly encouraged to ensure that the newly hired director receives adequate training and support specific to federal child nutrition program requirements.

*The RSU 63 *Sponsor Information Sheet* in CNPweb for PY2026 does not reflect current staff in the positions of Business Manager, Food Service Contact, and Executive Contact (Superintendent). Accurate and up-to-date contact information is required to ensure communications from our office are properly received.

*Save the Date - Maine DOE Child Nutrition is offering New Director Bootcamp, a training designed specifically for new School Nutrition Directors, tentatively scheduled for August 17, 18, & 19, 2026.

Certification and Benefit Issuance - RSU 63/MSAD 63 (932)

126. Certification Benefits/Issuance Review Method, applications correctly approved?

Finding 9000: Student Eligibility Errors

The eligibility of 424 students was reviewed. Five students were changed to 'paid' because the application was incorrectly approved for free/reduced benefits. 12 'paid' students were changed to free/reduced eligibility based on direct certification. Eligibility changes were completed during the on-site review.

Corrective Action:

1. In CNPweb, revise the **January 2026** claim for reimbursement as follows:

LUNCH	Free	Reduced	Paid
Holden	520	103	1069



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Holbrook	611	176	1449
Eddington	290	84	660
BREAKFAST	Free	Reduced	Paid
Holden	425	153	898
Holbrook	322	57	348
Eddington	191	45	395

2. In CNPweb, revise the **February 2026** claim for reimbursement as follows:

LUNCH	Free	Reduced	Paid
Holden	420	72	833
Holbrook	496	141	1111
Eddington	235	67	567
BREAKFAST	Free	Reduced	Paid
Holden	335	109	731
Holbrook	257	61	261
Eddington	136	42	343

3. In CNPweb, revise the **March 2026** claim for reimbursement as follows

LUNCH	Free	Reduced	Paid
Holden	625	92	1225
Holbrook	734	188	1751
Eddington	357	97	860
BREAKFAST	Free	Reduced	Paid
Holden	527	180	1136
Holbrook	342	76	362
Eddington	248	87	618

Complete corrective action and submit a response in CNPweb -> E-reviews -> Corrective Action Responses by 5/29/2026

Verification - RSU 63/MSAD 63 (932)

215. SFA complete verification by Nov 15 or request extension?

Finding 9048: Verification not completed by November 15.

The RSU 63 School Nutrition Program did not complete the Verification process prior to November 15.

Corrective Action:

Submit justification as to why verification was not conducted and how this will be corrected in future years when collecting free/reduced meal applications. Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 5/29/2026.

Technical Assistance:

Verification is the process of validating three percent of income approved applications for meal benefits. Districts must conduct verification between October 1 and November 15 and the Verification Report is due by November 20 of each year.

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*Program Year 2026***RSU 63/MSAD 63 (932)****Meal Counting & Claiming - RSU 63/MSAD 63 (932)***313. On-site observation - validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions***Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some information collected through the Off-site Assessment Tool regarding the SFA's Meal Counting & Claiming procedures was incomplete due to the absence of a school nutrition program director at the time of the review. Onsite observation of the meal counting and claiming procedures demonstrate compliance with program regulations.

Corrective Action:

None at this time.

General Program Compliance - RSU 63/MSAD 63 (932)*1213. Validate OFS #1203 - Did new Director meet food safety certification and training requirements?***Finding 9000: Pending Compliance with Food Safety Training Requirement**

At the time of the onsite portion of the Administrative Review, a director had been hired; however, the individual's start date is subsequent to the review.

The absence of a director has resulted in a lack of oversight of program operations, including ensuring compliance with Professional Standards requirements. RSU 63 must ensure the newly hired director meets required hiring and training standards. In addition, the director must complete at least 8 hours of food safety training either within 5 years prior to their start date or within 30 calendar days following their start date.

Corrective Action:

Provide documentation verifying that the newly hired School Nutrition Program Director will meet the required food safety training requirement. Acceptable documentation includes certificates of completion or training records demonstrating that at least 8 hours of food safety training were completed within the required timeframe. If the training has not yet been completed, the SFA must submit a plan and timeline to ensure compliance.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 5/29/2026.

Technical Assistance:

Information of food safety courses can be found online at the State of Maine Department of Health and Human Services - Health Inspection Program: https://www.maine.gov/dhhs/mecdc/sites/maine.gov/dhhs/mecdc/files/CFPM%20Exams-Instructors_1.pdf

*1215. Validate OFS #1205 - Did School Nutrition Manager meet annual training requirements?***Finding 9000: Insufficient Oversight of Professional Standards Requirements for Program Staff**

While kitchen staff attended a 6-hour training at the beginning of the year, there was no documentation to support additional training provided to ensure staff meet the annual professional standards training requirements.

Corrective Action:

Develop a plan to ensure all applicable staff complete the required annual training hours. Documentation of completed training must be maintained and made available for future reviews. Submit a copy of the plan in CNPweb -> E-reviews -> Corrective Action Responses by 5/29/2026.

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Documentation of continuing education hours for each food service employee must be maintained. Training documentation for school staff who have responsibilities in the school nutrition program must also be maintained. School Nutrition Directors, those individuals directly responsible for the management of the day-to-day operations of school food service for a School Food Authority, need 12 hours of continuing education annually. Kitchen Managers, those individuals directly responsible for the management of the day-to-day school food service operations for a participating school(s), need 10 hours of continuing education annually. Staff employed for 20 hours a week or more will need 6 hours of continuing education annually. Food service staff employed less than 20 hours a week will need 4 hours of annual continuing education. There are also hiring standards for new food service directors, including food safety training hours.

1403. Did a review of agricultural food components indicate violations of the Buy American provision?**Finding 9992: Buy American Provision Tracking Requirement**

Starting in SY 2026, SFAs are required to track compliance with the Buy American Provision. The school reviewed is aware of the Buy American requirement, but SFA level tracking documentation was not available during the Administrative Review.

Corrective Action:

The SFA must implement a system to effectively track and document compliance with the Buy American provision. Provide documentation demonstrating implementation of a Buy American tracking system. Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 5/29/2026.

Technical Assistance:

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.maine.gov/doe/index.php/schools/nutrition/financial>

1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?**Finding 9000: Documentation of SFSP Outreach Not Available**

The School Food Authority (SFA) did not provide documentation demonstrating that required outreach for the Summer Food Service Program (SFSP) was conducted. Program regulations require SFAs to conduct outreach regarding the availability and location of SFSP meals, even if not operating the SFSP, prior to the end of the school year. This can be accomplished by sharing the link to USDA's Summer Site Finder: <https://www.fns.usda.gov/summer/sitefinder>

Corrective Action:

Submit documentation demonstrating how RSU 63 will notify households about the SFAP in CNPweb -> E-reviews -> Corrective Action Responses by 5/29/2026.



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Holden School (934)

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Month of Review: January 2026

Date of Onsite Review: April 2, 2026

Other Federal Programs - Holden School (934)

3. Are Point of Service (POS) snack counts by student/benefit category maintained?

Finding 9220: Point of service snack counts by student/benefit category are not maintained.

Documentation was not available that clearly identified student attendance and students who selected a complete reimbursable snack. As with all school meal programs, meal counts must be taken at the point of service which is the point when the student receives a complete, reimbursable meal/snack.

Corrective Action:

Submit copies of the meal count form for the month of April 2026 that clearly identifies attendance and meal counts by student name.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 5/29/2026.

4. Validate snack counts – snacks properly counted and claimed? Enter data.

Finding 9221: Snacks are not being properly counted and claimed.

The snack counts claimed for reimbursement for the review period and day of review could not be validated.

Corrective Action:

Revise the site claim in CNPweb for Holden and Holbrook Schools for the months of January, February & March 2026 by entering zero (0) for all snack counts. Complete the claim revisions no later than 5/29/2026.

Instructions on how to revise a claim can be found in CNPweb under the 'Help' tab.

6. Day of review Menu, Meal Patterns, Production records.

Finding 9226: After School Snack Program: Production records

Production records for the After School Snack Program were not available. Production records need to list each meal component offered, the planned portion sizes, the amount prepared, served, and leftover.

Corrective Action:

Submit completed production records for the Afterschool Snack Program from the days in April that the program operated.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by 5/29/2026.

Technical Assistance:

The meal pattern for the After School Snack Program consists of offering two different meal components. The student must select both components. The production record is used to document that meal pattern requirements were met and to support the claim for reimbursement.



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7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Finding 9228: The SFA has completed the onsite monitored requirements of the site's Afterschool Snack Program
Afterschool Snack Program operation at this site has not received the required onsite monitoring.

Corrective Action:

School Nutrition Staff must complete an onsite monitoring visit of the Afterschool Snack Program and submit a copy of the review form in CNPweb -> E-reviews -> Corrective Action Responses by 5/29/2026. A sample form is available on our website: <https://www.maine.gov/doe/index.php/schools/nutrition/programs/afterschool>

Technical Assistance:

On-site monitoring of the ASSP is required two times a year. Once within the first four weeks of operation and a second monitoring visit is required later in the school year.