



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

Janet T. Mills
Governor

Pender Makin
Commissioner

April 1, 2026

Judson McBrine
Head of School
Washington Academy
66 Cutler Road
East Machias, ME 04630

Dear Mr. McBrine:

The Washington Academy Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On March 25, 2026 David Hartley reviewed Washington Academy. An exit conference with Chris Lyford, Kristi Thornton and Rob Razdrih occurred on March 25, 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.

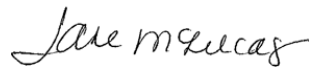
Location: 23 State House Station, Augusta, ME 04333-0023

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/doi/sites/maine.gov/doi/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

Washington Academy (1156)

Program Year 2026

Washington Academy (1156)

66 Cutler Rd
East Machias, ME 04630

Food Service Contact

Mr. Rob Razdrih
Director of Food Service
(207) 255-8301

Executive Contact

Mr. Judson McBrine
Head of School
(207) 255-8301

No. of Sites / Reviewed: 1 / 1
Month of Review: February 2026

Commendations

- * An exit conference was held after the completion of the review on March 25, 2026, with Chris Lyford, Kristi Thornton and Rob Razdrih. All finds and corrective actions needed were discussed.
- * The review completed on March 25, 2026, showed that the students are very well fed and receive healthy nutritious meals. Students are helped with understanding what is required as part of the meal. The kitchen is clean and well kept. Keep up the good work.

Certification and Benefit Issuance - Washington Academy (1156)

123. On-site observation - validate Off-Site Assessment Tool responses to Certification and Benefits Issuance questions

Finding 9000: Other Finding

Data entered for Approving, Verifying, Confirming and Hearing Official was incorrect.

Technical Assistance:

The Approving and Verifying Official can be the same person. The Confirming and Hearing Official must be different from the Approving and Verifying official. As well as the Confirming and Hearing official must be different from each other and not the Approving or Verifying official.

This was explained during the review.

133. Direct Certifications correctly certified?

Finding 9024: Some students directly certified for free meals were not certified correctly.

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were listed as paid, an updated DC list showed they were either free or reduced.

Technical Assistance:

The individual with access to the DC list needs to be updated. Currently the Food Service has access, however, he is not the approving official. The DC list must be reviewed for changes a minimum of three times a year. Reviewing the DC list more often is recommended.

Verification - Washington Academy (1156)

213. SFA notice of adverse action - required information, appeal rights?

Finding 9045: SFA's notice of adverse action did not contain all required information.

The SFA's notice of adverse action as a result of Verification did not contain all the required information, including notification of appeal rights.

Technical Assistance:

No final notice was sent concerning the completion of the Verification process. This is required for every application selected for verification.

This was explained to the individual that will be completing the process moving forward.

General Program Compliance - Washington Academy (1156)

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 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 30, 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>

1214. *Validate OFS #1204 - Did the School Nutrition Director meet annual training requirements?*

Finding 9000: Other Finding

Currently no Professional Standards Training Hours have been completed. All of these training hours must be related to the School Nutrition Program.

The Food Service Director is required to complete 12 hours annually. Full-time staff is required to complete 6 hours annually, part-time staff 4 hours.

Corrective Action:

A report must be submitted to the reviewer explaining how the required training hours will be accomplished by June 30, 2026. Documentation must be maintained concerning the individual taking the training, training subject and hours completed per subject. All training for employees of the program must be approved by the Food Service Director.

Submit the Corrective Action by April 30, 2026

1400. *Food safety plan – contain required elements, copy available at each school?*

Finding 9143: A copy of the written food safety plan is not available at each school.

USDA Child Nutrition programs are required to have written Standard Operating Procedures available in each kitchen preparing meals. Written SOPs were not available.

Technical Assistance:

Written SOP's must be developed. They must include the procedures completed to ensure the foods served are as safe as possible. The following web site: <https://theicn.org/icn-resources-a-z/food-safety/> has samples available. They can be downloaded into Word and edited to explain what happens in the school kitchen. Do not download and use unedited samples, they will not be completely correct.

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

Finding 9990: Food Products Found to be Non-compliant with the Buy American requirement.

Food components served in the Child Nutrition program are required to be compliant with the Buy American requirements. On the review, pineapple, mandarin oranges and spices was found to be non-compliant.



Technical Assistance:

Products need to be checked when ordering and receiving to ensure they are Buy American compliant. Washington Academy has residential students that are feed evening meals as well as weekends. These meals are not required to be Buy American compliant. However, the meals served during day, during the week, must be Buy American compliant. When shopping for food items, make every attempt to purchase food items that will mee this requirement. Request from you supplier items that will meet this requirement.



SNP Administrative Review Report

Washington Academy (1156)

Program Year 2026

Washington Academy (1157)

Food Service Contact

66 Cutler Rd
East Machias, ME 04630

Month of Review: February 2026
Date of Onsite Review: March 25, 2026

Meal Components & Quantities - Washington Academy (1157)

401. DOR - meals selected by students contain all required components/quantities? Enter data.

Finding 9000: Other Finding

Students counted as having a reimbursable meal, no fruit or vegetable was on the tray. As part of the School Nutrition programs, breakfast and lunch, each meal counted as reimbursable must contain at least 1/2 cup fruit or vegetable. The first few students at breakfast did not have this, this was explained to the individual completing meal accountability and corrected for the remaining students. The same thing occurred during lunch. Bags of raisins were placed at the point of service location to make it easier for the cashier to correct this.

Corrective Action:

Training is required for all cashiers in the proper procedure for meal accountability. It was suggested large signs be posted explaining the requirement that 1/2 cup must be included.

A link to webinars to assist with this has been sent to the Food Service Director.

Corrective Action: Submit to the reviewer when this training has been completed and who attended. Submit this information by April 30, 2026.

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

Finding 9998: Production Records

The following issues were noted with production records:

Production records were incomplete

- production records did not include number of items served.
- production records did not include total non-reimbursable adult meals
- production did not include serving sizes
- did not include either a recipe number or manufactures name.

Corrective Action:

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

There has been improvement on the production records, more work is needed. For assistance you can reach to Michele Bisbee at michele.Bisbee@maine.gov or 207-592-6076.

Corrective Action: Submit one week of complete production records for the week of April 6, 2026.

500. DOR - OVS properly implemented

Finding 9078: School is not properly implementing Offer vs. Serve.

As observed on the Day of Review, cashiers did not demonstrate a clear understanding of Offer versus Serve (OVS)

SNP Administrative Review Report**Washington Academy (1156)*****Program Year 2026***

requirements. Meals were counted as reimbursable under OVS when a meal was incomplete due to missing the minimum number of meal components required. Typically, this was the required .5 cup of fruit or vegetable as part of the meal at both breakfast and lunch.

Corrective Action:

For corrective action, retrain cashiers in OVS requirements for breakfast and lunch. Provide written documentation of the training, including the date, the agenda, and a sign-in sheet for attendees.

Submit corrective action documentation in CNPweb April 30, 2026.

Technical Assistance:

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

At breakfast, schools must offer at least four food items in minimum quantities from three required components (fruit, grains, fluid milk) and students must select at least three food items, one of which is 1/2 cup fruit and/or vegetable.

At lunch, schools must offer all five meal components (meat/meat alternate, grains, fruit, vegetable, milk) and students must select minimum quantities of at least three different components, one of which is 1/2 cup fruit and/or vegetable.