



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 10, 2026

James Daly
Superintendent
Wells-Ogunquit CSD
1460 Post Road
Wells, ME 04090

Dear Superintendent Daly:

The Wells-Ogunquit CSD Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 3, 2026 David Hartley reviewed Wells Elementary School. An exit conference with Chris Pasternak occurred on February 3, 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 (include who, when & how)
- Documentation that the finding has been corrected district-wide
- How this action will ensure future compliance

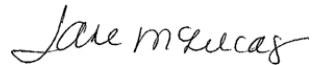
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/DH/pn



SNP Administrative Review Report

Wells-Ogunquit CSD (1060)

Program Year 2026

Wells-Ogunquit CSD (1060)

1460 Post Road
Wells, ME 04090

Food Service Contact

Mr. Chris Pasternak
Director
(207) 646-7872

Executive Contact

Mr. James Daly
Superintendent
(207) 646-8331

No. of Sites / Reviewed: 3 / 1
Month of Review: December 2025

Commendations

* The food service staff are truly there for the children they serve. Wells Elementary nutrition does a great job maintaining positive relationships with staff and preparing meals that students enjoy. The care and effort put into the program was apparent throughout the visit. Keep up the good work.

Certification and Benefit Issuance - Wells-Ogunquit CSD (1060)

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

Finding 9000: Other Finding

One application the family indicated Homeless/Migrant. The Homeless Coordinator was questioned about the family being homeless. The family was determined to be Free based on Migrant. For a student to be qualified for free meal benefits the Department of Education Migrant Coordinator must be contacted.

Corrective Action:

Contact the DOE Migrant Coordinator to determine the correct status for this family.

Corrective Action Due date: March 13, 2026

134. Direct Certification matches performed according to required timeframes?

Finding 9025: The SFA does not perform direct certification matches with the State agency according to regulations.

A review of students eligible for free and reduced benefits based on the Direct Certification (DC) list found 42 students missed categorized. The Direct Certification list must be reviewed at least three times each year. If a student's eligibility changes to a better benefit the change becomes effect immediately. If the student decreases in benefit, as long as documentation is available to show a better benefit, the better benefit is retained.

Technical Assistance:

The Direct Certification list must be reviewed at a minimum of three times a year. After reviewing the DC list there is a "Reviewed" but to check to show when and how often the list is reviewed. This was discussed with the Food Service Director.

Meal Counting & Claiming - Wells-Ogunquit CSD (1060)

316. SA validated meal counts – school level meal counts consolidated correctly? Enter data.

Finding 9051: SFA's Review Period claim not validated.

There are differences between the SFA's Review Period claim and the State agency's validated counts for lunch and breakfast by category for one or more schools for the review period, as documented on S-1.

Corrective Action:

Errors were noted on the December claim for meals claimed when compared to the District Monthly Claims report. Lunch meals at two schools were underclaimed and 158 meals were over claimed at the High School for breakfast.

The December claim must be corrected March 1, 2026.

SNP Administrative Review Report
Program Year 2026

Wells-Ogunquit CSD (1060)

Notify the reviewer once this has been completed.

General Program Compliance - Wells-Ogunquit CSD (1060)

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: April 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>

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

Finding 9000: Other Finding

Professional Standards hours are not tracked until the end of the year. This needs to be completed as the trainings are completed to determine if more hours are needed.

Corrective Action:

Submit to the reviewer a tracking document to show how each employee is doing toward meeting their required training hours. A suggested tool can be found on the Child Nutrition web site at:

<https://www.maine.gov/doe/schools/nutrition/laws/professionalstandards>, select "Maine Professional Tracking Tool"

An up-to-date tracking document must be submitted to the reviewer.

Corrective Action Due date: March 13, 2026

1402. SFA storage of commercial food products?

Finding 9000: Other Finding

Buy American Tracking

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>

Corrective Action Due date: March 13, 2026





SNP Administrative Review Report
Program Year 2026

Wells-Ogunquit CSD (1060)

Wells Elementary School (1061)
1460 Post Road
Wells, ME 04090

Food Service Contact

Month of Review: December 2025
Date of Onsite Review: February 3, 2026

General Program Compliance - Wells Elementary School (1061)

1407. SFA written food safety plan implemented?

Finding 9000: Other Finding

Thermometers are calibrated every two weeks. The Standard Operating Procedures at the School indicated this is required to be completed weekly.

Technical Assistance:

This was explained to the Kitchen Manger who calibrates the thermometers and will make the necessary correction.