



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

November 29, 2023

Amanda Belanger  
Superintendent  
East Range CSD  
14 Washington Street  
Baileyville, ME 04694

Dear Superintendent Belanger

The East Range CSD Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 1, 2023 Kate Fayle reviewed East Range II CSD School. An exit conference with you occurred on November 1, 2023.

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

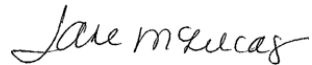
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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/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 Kate Fayle at 592-4198 or email [kaitlin.fayle@maine.gov](mailto:kaitlin.fayle@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/KF/pn



**SNP Administrative Review Findings**

**East Range CSD (1047)**

*Program Year 2024*

**East Range CSD (1047)**

14 Washington street  
Baileysville, ME 04694

**Food Service Contact**

Stacie Moore  
Food Service Manager  
(207) 796-2665

**Executive Contact**

Amanda Belanger  
Superintendent  
(207) 427-6913

No. of Sites / Reviewed: 1 / 1  
Month of Review: September 2023

**Commendations**

- \* Thank you to Staci Moore, Food Service Manager at East Range School, for the time and effort put into this review process. It was a pleasure visiting this school.

**Technical Assistance Offer vs Serve Style Meal Service**

- \* Offer v Serve Meal Service:  
The goal of Offer vs Serve (OvS) is to reduce food waste while allowing students to choose the foods they want to eat. Currently, East Range School practices a serve-only style of lunch and breakfast. Where lunch trays are pre-made for students, a way to cut down on food waste is to implement an offer vs serve style of service, where all food components are offered to students, and students have the ability to select a minimum of three items at breakfast or meal components at lunch and reject the rest if they are not interested, leading to less food being thrown away.

**Certification and Benefit Issuance - East Range CSD (1047)**

*129. Household notification*

**Finding 9000: Household Notification of Eligibility status has not been sent home to families.**

The household notification for eligibility determination has not been sent home to parents or guardians, this is required regardless of the Maine State law where meals are provided to public school students at no charge.

**Corrective Action:**

Notify the Reviewer when this has been completed  
Date Due December 15, 2023

**Technical Assistance:**

The household notification letter template has been emailed to the Kitchen Manager

**General Program Compliance - East Range CSD (1047)**

*1007. Local School Wellness Policy*

**Finding 9000: Wellness Policy Tri-Annual Assessment Not Completed**

School Wellness Policies must be assessed every 3 years to ensure the school is meeting the goals of the Wellness Policy.

**Corrective Action:**

Complete and submit a copy of the Wellness Policy Tri-Annual Assessment to the Reviewer.

Date Due: December 15, 2023



SNP Administrative Review Findings

East Range CSD (1047)

Program Year 2024

East Range II CSD School (1048)

Food Service Contact

14 Washington St.  
Baileyville, ME 04694

Month of Review: September 2023

Date of Onsite Review: November 1, 2023

Meal Components & Quantities - East Range II CSD School (1048)

404. DOR - signage explaining reimbursable meal 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 is not identified near or at the beginning of the meal service line.

**Corrective Action:**

Post signage for both breakfast and lunch in an area students can see before taking a meal.  
Send a photo of the signage to the reviewer.

Date Due: December 15, 2023

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?

**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

Required documentation was missing from production records, such as the serving size of a product, or corresponding recipe. Serving size should be recorded in addition to how much an item credits on the Production record. Additional items missing from East Range's production records were the amount prepaid, the amount left over, and the milk choice. It is required that two types of milk be offered with breakfast and lunch and to document that choice was available to all students, by showing leftover amounts.

**Corrective Action:**

Submit to the reviewer production records for November 11/27- 12/1 for both breakfast and lunch to validate that all required documentation is present on production records going forward.

Date Due: December 15, 2023

**Technical Assistance:**

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

*410. Review period menus and production records - Quantities and meal pattern requirements met*

**Finding 9000: Recipes were found to be incomplete. Recipes submitted for the review week do not meet documentation standards for meeting the meal pattern.**

Recipes were reviewed to determine whether the portion sizes of meal components from the planned menu served during the Review Period meet the minimum requirements. It was determined that the recipes provided did not accurately credit meal components and would need to be re-written to be compliant.

**Corrective Action:**

Correct the following recipes so that crediting information can be determined for each serving. Recipes should include serving size, and the number of servings/portions each recipe makes. As well as use weight measurements for grains and meat/meat alternates and volume measurements for fruits and vegetables.

Please correct the following recipe and submit corrections to the Reviewer.

- Quesadilla
- Pizza crust
- Rolls

Date Due: December 15, 2023

**General Program Compliance - East Range II CSD School (1048)**

*1405. Food Safety inspection*

**Finding 9146: Food safety inspection were not available to review.**

Food safety inspection reports were not available to review onsite

**Corrective Action:**

Please email the State Office to receive a copy of the school's food safety inspection, and Submit a copy to the Reviewer.

Date Due: December 15, 2023