



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 4, 2024

Robert Webster
Superintendent
Richmond Public Schools
132 Main Street
Richmond, ME 04357

Dear Superintendent Webster

The Richmond Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 29, 2024 Sarah Platt reviewed Richmond Jr Sr High School. An exit conference with Kathy Lord occurred on February 29, 2024.

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

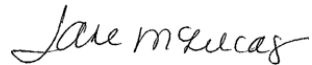
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 Sarah Platt at 592-2410 or email sarah.d.platt@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/SP/pn



SNP Administrative Review Findings

Richmond Public Schools (2195)

Program Year 2024

Richmond Public Schools (2195) **New SFA**

Richmond Jr Sr High School
132 Main Street
Richmond, ME 04357

Food Service Contact

Mrs. Kathleen S Lord
Manager/Director
(207) 737-4348

Executive Contact

Mr. Robert Webster
superintendent
(207) 737-4348

No. of Sites / Reviewed: 3 / 1
Month of Review: January 2024

Commendations

- * The National School Lunch and Breakfast Program is operating very well at Richmond Public Schools. The required documentation for this review was available and well organized. Kathy Lord and her staff have done a great job adhering to the complex regulations and requirements of the Child Nutrition Programs. It is worth noting that there were no meal pattern findings. Keep up the great work!
* The Richmond school nutrition program is operating under Special Provision 2. In the base year, SY2024, meal benefit applications were collected. For the next three years, through SY2027, no meal benefit applications are to be collected.

Verification - Richmond Public Schools (2195)

214. Student eligibility change due to verification – update Benefit Issuance list

Finding 9046: Change in student benefit levels due to Verification results not updated as required.

For students whose eligibility changed due to the Verification process, the SFA did not update the eligibility status on the benefit issuance document according to regulations.

Corrective Action:

Correct the eligibility of the four students from 'reduced' to 'paid'.

Revise the claims for Marcia Buker School as follows:

December LUNCH:

289 Free
67 Reduced
1335 Paid

December Breakfast:

221 Free
61 Reduced
1098 Paid

January Lunch:

500 Free
103 Reduced
1905 Paid

January Breakfast:

388 Free
86 Reduced
1504 Paid