



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

January 9, 2020

Kenneth Johnson
Superintendent
Pembroke Public Schools
PO Box 190
Eastport, ME 04631

Dear Superintendent Johnson:

The Pembroke Public Schools Nutrition Program was reviewed on December 12, 2019 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

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. 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.doefiles/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,



Walter Beesley
Child Nutrition Director

WB/DH/pp

Enclosure



SNP Administrative Review Findings

Pembroke Public Schools (349)

Program Year 2020

Pembroke Public Schools (349)

Food Service Contact

Executive Contact

100 High Street
Eastport, ME 04631

No. of Sites / Reviewed: 1 / 1
Month of Review: November 2019

Technical Assistance

- The application selected for Verification did not have a review by the Confirming Official. This was explained to the application approving official and will be completed in the future.
- The current meal charging procedure states that an alternate meal will be given to students who have a debt to their account. The State of Maine has passed a law stating this practice can no longer be use, this is LD 167. Each student must be offered the reimbursable meal that is served. The current charging policy must be updated to reflect this.

General Program Compliance - Pembroke Public Schools (349)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 9000: Wellness Policy

Current Wellness Policy is in the process of revision

Corrective Action:

Provide to the reviewer the updated policy once it has been approved. Due Date: June 30, 2020

1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?

Finding 9000: Summer Food Service Outreach

AOS 77 does not do outreach for local summer programs.

Corrective Action:

AOS 77 will place Summer Food Service Outreach information on their June menus going home to students in the form of the web address <https://www.fns.usda.gov/summerfoodrocks>.

Due Date: February 10, 2020.

Comments