



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

January 24, 2020

Patrick Manuel  
Superintendent  
RSU 01 - LKRSU  
34 Wing Farm Parkway  
Bath, ME 04530

Dear Superintendent Manuel:

The RSU 01 Nutrition Program was reviewed on January 13, 2020 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 Sarah Platt at 624-6879 or email [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov).

Sincerely,



Walter Beesley  
Child Nutrition Director

WB/SP/pp

Enclosure



**SNP Administrative Review Findings**

**RSU 01 - LKRSU (1438)**

*Program Year 2020*

**RSU 01 - LKRSU (1438)**

34 Wing Farm Parkway  
Bath, ME 04530

**Food Service Contact**

Tim Harkins  
Food Service Director  
2074436601

**Maine DOE Contact**

Sarah Platt  
Child Nutrition Consultant  
2076246879  
Sarah.d.platt@maine.gov

No. of Sites / Reviewed: 6 / 2  
Month of Review: December 2019  
On-site Review: January 13 & 14, 2020

**Commendations**

- \* Tim Harkins, Food Service Director, is doing a very nice job managing the RSU 1 School Nutrition Program. He and his staff do an excellent job providing a variety of healthy meals to students, incorporating local foods, and engaging students all while adhering to program guidelines and regulations. It was a pleasure to review this program and we appreciate the time and effort provided throughout the process.

**Technical Assistance**

- \* The Maine non-discrimination statement was missing from eligibility notification letters. This was corrected the same day.
- \* Financial transactions that occur over the summer months need to be captured in NEO by either filing claims over the summer months or including them when filing the September claim for reimbursement.
- \* Prior to the next Administrative Review, the RSU 1 Local Wellness Policy needs to be revised to include the following:
  - Nutrition Promotion – language is throughout the policy, but it is recommended to have a specific section since this is a required element
  - Other School-Based Wellness Activities – Language is throughout the policy, but it is recommended to have a specific section since this is a required element
  - Food and beverage marketing – Language needs to clearly state that only the marketing of foods and beverages that are smart snack compliant are allowed
  - Nutrition Standards for sale outside of foodservice – References “RSU 1 List of Healthy Snacks and Beverages Revised 2018”. These items need to meet smart snack guidelines  
An assessment of the Local Wellness Policy must be completed every 3 years

**Certification and Benefit Issuance - RSU 01 - LKRSU (1438)**

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

**Finding 9000: Meal benefit approval errors**

Five errors: Two students changed from free to reduced-price benefits. Two students changed from reduced-price to free meal benefits. The State of Maine currently pays the reduced-price charge for school meals, so this change did not adversely affect any household. One student changed from Free to paid because there was no documentation on file but was receiving Free meal benefits.

Potential Fiscal Action to be determined.

**Corrective Action:**

Change eligibility status in the benefit issuance system. Submit a copy of the benefit listing for the select students to verify the change has occurred.

Date Due: 2/28/2020

**SNP Administrative Review Findings**

RSU 01 - LKRSU (1438)

*Program Year 2020***Dike-Newell School (58)****Food Service Contact**Tim Harkins  
Food Service Director  
2074436601

Month of Review: December 2019

Date of Onsite Review: January 13, 2020

**Meal Components & Quantities - Dike-Newell School (58)***410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.***Finding: Planned Menu Quantities**

The lunch menu from the week of 12/9/2019 was reviewed. A summary of the findings is as follows:

- Insufficient quantity of vegetable (1/2 cup) offered on 2 days
- Insufficient red/orange vegetable offered over the week (1/2 cup)
- Insufficient weekly Grain offering (7.75 oz eq)
- Insufficient MMA 1 day with chicken noodle soup (.25)

**Corrective Action:**

Submit a response of how daily and weekly quantities will be met when planning menus.

Submit 5 consecutive days of production records and supporting documentation to show that daily &amp; weekly minimum quantities are offered.

Date Due: 2/28/2020

No fiscal action associated with this finding.

**Technical Assistance:**

The reviewer's meal pattern assessment was reviewed with Tim Harkins.



**SNP Administrative Review Findings**

**RSU 01 - LKRSU (1438)**

*Program Year 2020*

**Morse High School (60)**

**Food Service Contact**

Tim Harkins

Food Service Director

2074436601

Month of Review: December 2019

Date of Onsite Review: January 13, 2020

**No Findings**

This site had no findings. Keep up the great work!