



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

February 26, 2020

Todd Sanders  
Superintendent  
RSU 58/MSAD 58  
1401 Rangeley Rd.  
Phillips, ME 04966

Dear Superintendent Sanders:

The RSU 58/MSAD 58 Nutrition Program was reviewed on February 11, 2020 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures.

The enclosed Official Notification of Administrative 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 must 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 Michele Bisbee at 624-6708 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,



Walter Beesley  
Child Nutrition Director

WB/MB/pp

Enclosure

**SNP Administrative Review Findings**

**RSU 58/MSAD 58 (898)**

*Program Year 2020*

**RSU 58/MSAD 58 (898)**

1401 Rangeley Road  
Phillips, ME 04966

**Food Service Contact**

Dora York  
Food Service Director  
2076843521

**Executive Contact**

No. of Sites / Reviewed: 4 / 1  
Month of Review: January 2020

**Commendations**

- \* Dora York was hired on in December as the new Food Service Director. She has since made incredible progress in the improvement of the Nutrition Program at RSU 58. The staff have been very receptive to the changes that she has made in the areas of documentation and cost control. Throughout the review process it was quite evident that Dora has the ability and is striving to turn the Child Nutrition Program into a thriving department in the district. The processes and programs she has plans to implement moving forward will provide the district and community with a wonderful resource for all.

**Verification - RSU 58/MSAD 58 (898)**

209. *Review of verified applications – properly selected, replaced applications correctly, verified correctly?*

**Finding 9039: Applications not properly selected for verification.**

The applications selected for verification were not appropriately selected for the sample size option used.

**Technical Assistance:**

Error prone was not calculated correctly. With the new director in place this will not be an issue moving forward.

213. *SFA notice of adverse action - required information, appeal rights?*

**Finding 9000: Other Finding**

Documentation of verification result letters was not able to be found. Documentation must be maintained for 3 years plus the current year.

**Technical Assistance:**

The new director is aware of this and is in the process of organizing all of the paperwork she can find for the current school year. I am confident that this will not be a problem in future years.

**Meal Counting & Claiming - RSU 58/MSAD 58 (898)**

313. *On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?*

**Finding 9000: Local Charge Policy and Unpaid Meal Policy Procedures**

RSU 58 does not have a compliant local charge policy nor unpaid meal policy procedures. This is a requirement.

**Corrective Action:**

Upon completion submit the Local Charge Policy and Unpaid Meal Policy Procedures to the State Agency for review.  
Corrective Action Due: April 30, 2020

**General Program Compliance - RSU 58/MSAD 58 (898)**

810. *Non-discrimination on appropriate Program materials?*

**Finding 9000: Incorrect non-discrimination statement on program materials**

Program materials did not contain the correct non-discrimination statements.

**Corrective Action:**

Submit copies of new letters to the State Agency to validate the correct non-discrimination statement will be used going forward.

Corrective Action Completed

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**SNP Administrative Review Findings**

**RSU 58/MSAD 58 (898)**

*Program Year 2020*

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

**Finding 9000: Current Wellness Policy does not meet the required standards.**

The current Wellness Policy does not meet the required standards. This policy will need to be revised.

**Corrective Action:**

A compliant Wellness Policy will need to be submitted to the SA for validation.

Corrective Action Due: April 30, 2020



SNP Administrative Review Findings

RSU 58/MSAD 58 (898)

Program Year 2020

Phillips Elementary School (902)  
1401 Rangeley Road  
Phillips, ME 04966

Food Service Contact  
Dora York  
Food Service Director  
2076843521

Month of Review: January 2020  
Date of Onsite Review: February 11, 2020

Meal Components & Quantities - Phillips Elementary School (902)

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(s).

**Corrective Action:**

Post signage explaining what constitutes a reimbursable breakfast at the start of the service line. Submit a picture to the State Agency for review.

Corrective Action Due: March 31, 2020

**Technical Assistance:**

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

General Program Compliance - Phillips Elementary School (902)

901. On-site monitoring review completed prior to February 1?

**Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.**

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year. The on-site review occurred after February 1 without SA approval of an extension.

**Corrective Action:**

Upon completion of on-site monitoring the forms will need to be submitted to the State Agency for review.

Corrective Action Due: March 31, 2020

1404. Food safety plan - written, copy available?

**Finding 9145: A copy of the written food safety plan was not available at the reviewed school.**

Standard Operating Procedures were not available for review at Phillips Elementary School.

**Corrective Action:**

Standard Operating Procedures will need to be developed by the Food Service Director and reviewed by the staff at Phillips Elementary. Samples of the developed SOP's will need to be submitted to the State Agency for review.

Corrective Action Due: March 31, 2020.

Michele Bisbee  
Child Nutrition Consultant  
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207-624-6708