



**SNP Administrative Review Findings**

**RSU 25 (1464)**

*Program Year 2022*

**RSU 25 (1464)**

62 Mechanic Street  
Bucksport, ME 04416

**Food Service Contact**

Mrs. April Hall  
Food Service Director  
(207) 469-7311

**Executive Contact**

Mr. James Boothby  
superintendent  
(207) 469-7311

No. of Sites / Reviewed: 4 / 1  
Month of Review: March 2022

**Commendations**

\* Thank you to April Hall, Food Service Director, for providing the documentation that was needed to complete the Administrative Review Off-Site. We appreciate her assistance with completing this review. Thank you for all you're doing to feed your students during this challenging year. Keep up the great work!

**Verification - RSU 25 (1464)**

**Finding 9000: SFA's notice of adverse action did not contain all required information.**

The SFA's notice of adverse action as a result of Verification did not include notification of appeal rights, current non-discrimination statements, and notification that the benefit change will occur in 10 calendar days.

**Corrective Action:**

Revise the verification notification of adverse action letter to include appeal rights, current federal and State non-discrimination statements, and notification that the benefit change will occur in 10 calendar days. Upload a copy of the revised letter into CNPWeb - Corrective Action Responses.

Date Due: April 18, 2022

**General Program Compliance - RSU 25 (1464)**

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

**Finding 9000: Non-Discrimination Statement**

Current federal and State non-discrimination statements missing from verification letters.

**Corrective Action:**

Revise the letters used for the verification process to include the correct federal and state non-discrimination statements. Upload corrected letters into CNPWeb - Corrective Action Responses.

Date Due: April 18, 2022

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

**Finding 9000: Local Wellness Policy**

The RSU 25 Local Wellness Policy does not include all of the required elements.

**Corrective Action:**

Revise Local Wellness Policy to include all required elements. Have the revised policy approved by the RSU 25 School Board. Upload a copy of the revised and approved policy to CNPWeb - Corrective Action Responses.

Date Due: April 18, 2022

**Technical Assistance:**

Maine School Management Association has a sample policy that may be useful to reference.

A Triennial Assessment of the Local Wellness policy is required every three years. A sample assessment form can be found on our website. If the triennial assessment has not yet been completed, the deadline is June 2022.



**G Herbert Jewett School (103)**

62 Mechanic Street  
Bucksport, ME 04416

Month of Review: February 2022

**Meal Components & Quantities - G Herbert Jewett School (103)**

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Productions records were reviewed for to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are subject to fiscal action in future reviews. Results are as follows:

Lunch: insufficient vegetable offering (must offer 3/4 cup daily). Insufficient offering of red/orange vegetable. Insufficient grain offering (must offer at least 1 ounce equivalent daily and at least 8 ounce equivalents over the week)

Lunch: Production records did not indicate amount of food prepared, served or leftover for each item offered.

Breakfast: insufficient offering of fruit (must offer 1 cup of fruit daily). Milk not recorded on production record.

**Corrective Action:**

Train staff on breakfast & lunch meal patterns and upload training documentation in CNPWeb - E-Reviews/Corrective Action Responses.

Train staff on proper completion of production records and submit documentation of training upload training documentation in CNPWeb - E-Reviews/Corrective Action Responses.

After training is complete, upload a week of breakfast & lunch menus to support meal pattern compliance.

Date Due: April 18, 2022

Fiscal Action: None at this time but may be assessed with future reviews

**Technical Assistance:**

The serving size of fruits and vegetables should be recorded in cups.