



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 22, 2023

Mark Stanley
Superintendent
Easton Public Schools
33 Bangor Road
Easton, ME 04740

Dear Superintendent Stanley:

The Easton Public Schools Nutrition Program was reviewed on November 2, 2022 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/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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,

A handwritten signature in blue ink that reads "Jane McLucas". The signature is written in a cursive, flowing style.

Jane McLucas
Child Nutrition Director

JM/DH/pn

Enclosure

SNP Administrative Review Findings

Easton Public Schools (160)

Program Year 2023

Easton Public Schools (160)

33 Bangor Road
Easton, ME 04740

Food Service Contact

Mrs. Crystal Ferris
Kitchen Manager
(207) 488-7700

Executive Contact

Mr. Mark Stanley
Superintendent
(207) 488-7700

No. of Sites / Reviewed: 2 / 1
Month of Review: September 2022

Verification - Easton Public Schools (160)

211. Verification notification letter?

Finding 9044: Verification notification letter does not contain all required information.

the SFA's verification notification letter does not include all required information, as follows: A statement that the household application for Free and Reduced Price Meals has been selected for verification; A telephone number for assistance; The type of information or documents the school accepts; A statement that the household is required to submit the requested information to verify eligibility for free or reduced-price meals, by the date determined by the local educational agency; A statement that the household may, instead, submit proof that the children receive SNAP, FDPIR, or TANF assistance; A statement that the household may, instead, request that the local educational agency contact the appropriate officials to confirm that their children are foster, homeless, migrant, or runaway. All communications with households concerning verification must be in an understandable and uniform format and, to the maximum extent practicable, in a language that parents and guardians can understand.

Corrective Action:

Upload into CNPweb the notification and closure notices by March 31, 2023

SNP Administrative Review Findings

Easton Public Schools (160)

Program Year 2023

Easton Elementary School (162)

Food Service Contact

33 Bangor Road
Easton, ME 04740

Month of Review: September 2022

Meal Components & Quantities - Easton Elementary School (162)

401. DOR - meals selected by students contain all required components/quantities? Enter data.

Finding 9000: Other Finding

During both breakfast and lunch non reimbursable meals were going to be counted. These students were not counted during the onsite review.

Corrective Action:

Additional training is needed to better be able to determine what reimbursable meal is. There are training webinars on the ME Child Nutrition web page to assist with this. This needs to include the individuals currently operating the POS as well as any substitutes and additional staff as needed.

Please upload into CNPweb the training that was completed and who attended the training by March 31, 2023.

Commendation:

Easton staff does a very good job providing healthy nutritious meals to their customers, keep up the good work and thank you for the work you do.