



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 28, 2023

Jonathan Ross
Superintendent
Acton Public Schools
700 Milton Mills Road
Action, ME 04001

Dear Superintendent Ross:

The Action Public Schools Nutrition Program was reviewed on March 24, 2023 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 592-2410 or email sarah.d.platt@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/SP/pn

SNP Administrative Review Findings

Acton Public Schools (2)

Program Year 2023

Acton Public Schools (2)

700 Milton Mills Road
Acton, ME 04001

Food Service Contact

Holly Hartley
Director
(207) 608-8761

Executive Contact

Jonathan Ross
Superintendent
(207) 636-2100

No. of Sites / Reviewed: 1 / 1
Month of Review: January 2023

Commendations

- * Holly Hartley and her staff at Acton Elementary School are doing a great job! Ms. Hartley is a seasoned director with excellent program knowledge. Documentation was in excellent order and staff are knowledgeable and well trained. We acknowledge the amount of time and effort it takes to prepare for the administrative review and would like to thank Ms. Hartley for her time and assistance throughout the review process.

Technical Assistance

- * 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 2023.

Certification and Benefit Issuance - Acton Public Schools (2)

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

Finding 9000: Meal Benefit Application Error

Eligibility documentation was reviewed for 65 students eligible for free and reduced-price meal benefits. One error was found. A student was approved for free benefits that should have been approved for reduced-price benefits. Eligibility correction completed during the on-site review.

Corrective Action:

Corrective action completed during the on-site review.

General Program Compliance - Acton Public Schools (2)

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

Finding 9000: Local Wellness Policy needs revision

Only foods and beverages that are compliant with federal Smart Snack guidelines are permitted for food and beverage marketing on school grounds.

Corrective Action:

Revise local wellness policy to only permit food and beverage marketing of foods that meet federal smart snack guidelines. Submit revised policy in CNPWeb – E-Reviews – Corrective Action Responses.

Date Due: May 29, 2023