



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

May 5, 2023

Ron Robert  
Executive Director  
MapleStone School  
2435 Milton Mills Road  
Acton, ME 04001

Dear Executive Director Robert:

The MapleStone School Nutrition Program was reviewed on April 12, 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

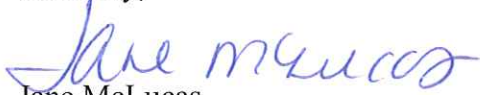
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 Kaitlyn Fayle at 592-4198 or email [Kaitlyn.fayle@maine.gov](mailto:Kaitlyn.fayle@maine.gov).

Sincerely,



Jane McLucas  
Child Nutrition Director

JM/KF/pn



**SNP Administrative Review Findings**

**MapleStone School (1426)**

*Program Year 2023*

**MapleStone School (1426)**

Box 588  
2435 Milton Mills Rd  
Acton, ME 04001

**Food Service Contact**

Mr. Paul J Andrade  
Food Service Director  
(207) 477-2829

**Executive Contact**

Mr. Ron Robert  
Executive Director  
(207) 477-2829

No. of Sites / Reviewed: 1 / 1  
Month of Review: March 2023  
Date of Onsite Review: April 12, 2023

**Commendations**

\* School year 2022 was MapleStone's first year operating under NSLP. A technical assistance visit was conducted in the fall in lieu of the traditional pre-operational visit that was unable to be conducted due to Covid 19 restrictions. The Technical assistance visit was to help the program staff get on track with program implementation. The Staff at MapleStone have been receptive to the instruction provided by the State Agency and were quickly adapted suggestions and make changes to their program throughout the year. Thank you for all your time a cooperation during this review process.

**IX Special Provision Options - MapleStone School (1426)**

2112. *On-site observation validate Off-Site Assessment Tool responses to Section IX Special Provision Options questions?*

**Observation: Sponsor has decided to opt out of Special Provision 2 for SY23**

**Meal Counting & Claiming - MapleStone School (1427)**

325. *Review Period meal counts by category correctly used in the claim? Enter data.*

**Finding 9000: Manual Meal Counting**

The School uses a large paper ledger for meal accountability by student name coded with the student's status. This type of accountability has a high likelihood of human error and lacks important edit checks.

**Corrective Action:**

The School must adopt a different method of accountability where totals of Free/Reduced/Paid status can be obtained by day and by student for the month.

Upload Into CNPweb the updated method of accountability and meal counts for the April 2023 claim.

Date Due: May 15th, 2023

**Technical Assistance:**

An excel spreadsheet or similar is an acceptable form of accountability.



**SNP Administrative Review Findings**

**MapleStone School (1426)**

*Program Year 2023*

**MapleStone School (1427)**

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