



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

June 23, 2023

Pam Weatherbee  
Assistant Head of School  
Foxcroft Academy  
975 West Main Street  
Dover-Foxcroft, ME 04426

Dear Ms. Weatherbee:

The Foxcroft Academy's Nutrition Program was reviewed 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.do/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 592-6076 or email [michele.bisbee@maine.gov](mailto:michele.bisbee@maine.gov).

Sincerely,



Jane McLucas  
Child Nutrition Director

JM/MB/pn

**SNP Administrative Review Findings**

**Foxcroft Academy (C1154)**

*Program Year 2023*

**Foxcroft Academy (C1154)**

975 West Main Street  
Dover-Foxcroft, ME 04426

**Food Service Contact**

Kelly Ostrosky  
Director of Food Services  
(207) 564-8351

**Executive Contact**

Pam Weatherbee  
Assistant to Head of School  
(207) 564-8351

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

**General Program Compliance - Foxcroft Academy (C1154)**

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

**Finding 9000: Other Finding**

Program materials were missing the State of Maine non-discrimination statement and the Federal non-discrimination statement is incorrect.

**Corrective Action:**

Foxcroft Academy will need to submit copies of the eligibility notification letters that will be used for SY24 with the corrected Non-Discrimination statements on them.

Due Date: 7/31/2023

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

**Finding 9000: Other Finding**

The current wellness policy on file is not compliant and will need to be updated

**Corrective Action:**

An updated and approved wellness policy will need to be provided.

Due Date: 7/31/2023

Month of Review: February 2023  
Date of Onsite Review: March 29, 2023

**No Findings during Site 1155 Review**

**Additional Notes:**

**Local Wellness Policy Triennial Assessment**

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.



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**SNP Administrative Review Findings**  
*Program Year 2023*

**Foxcroft Academy (C1154)**

Michele Bisbee  
Child Nutrition Consultant  
[Michele.bisbee@maine.gov](mailto:Michele.bisbee@maine.gov)  
207-592-6076

**No Findings during Site 1155 Review**