



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

May 10, 2023

Scott Porter  
Superintendent  
Machiasport Public Schools  
291 Court Street  
Machias, ME 04654

Dear Superintendent Porter:

The Machiasport Public Schools Nutrition Program was reviewed on April 4, 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 David Hartley at 624-6878 or email [david.hartley@maine.gov](mailto:david.hartley@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/DH/pn

SNP Administrative Review Findings

Machiasport Public Schools (1412)

Program Year 2023

**Machiasport Public Schools (1412)**

291 Court Street  
Machias, ME 04654

**Food Service Contact**

Paula Davis  
Food Service Director  
(207) 255-4575

**Executive Contact**

Scott Porter  
Superintendent  
(207) 255-6585

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

**Commendations**

- \* Machiasport does a very good job providing meals to their customers. Healthy nutritious meals are served to the students every day, and are enjoyed by the students. Keep up the good work.

**Certification and Benefit Issuance - Machiasport Public Schools (1412)**

128. *Correct conversion factors used for applications with more than one income frequency?*

**Finding 9000: Other Finding**

**Technical Assistance:**

When two or more incomes are listed, the approving official converted them to annual even when the income is from the pay frequency. Converting to annual is only needed when two different pay frequencies are listed.

134. *Direct Certification matches performed according to required timeframes?*

**Finding 9025: The SFA does not perform direct certification matches with the State agency according to regulations.**

Only completed beginning of the school year

**Technical Assistance:**

The Direct Certification (DC) list must be checked at least three times a year. This is not being done. A plan of action is needed to either have the approval official given access or the DC list is accessed and sent to the approving official at least three times a year

**General Program Compliance - Machiasport Public Schools (1412)**

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

**Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies between the SFA's responses to Local School Wellness Policy questions on the Off-site Assessment Tool and the SFA's current practices as observed on-site: Deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

**Corrective Action:**

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Wesley School does not have a local Wellness Policy. A Wellness Policy is required, and it is required to be reviewed every three years. A committee needs to be gathered to review a Wellness Policy. Once this committee meets send to the reviewer the is of attendees, minutes and results of the Wellness Policy. The results of this needs to be submitted by May 30, 2023

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**SNP Administrative Review Findings**

**Machiasport Public Schools (1412)**

*Program Year 2023*

**Technical Assistance:**

Technical assistance provided to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:



**SNP Administrative Review Findings**

**Machiasport Public Schools (1412)**

*Program Year 2023*

**Fort O'Brien School (1000)**

**Food Service Contact**

291 Court Street  
Machias, ME 04654

Month of Review: February 2023

**No Findings during Site 1000 Review**