



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 4, 2025

MaryEllen Day
Superintendent
Perry Public Schools
423 US Route 1, Unit 1
Pembroke, ME 04666

Dear Superintendent Day

The Perry Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 7, 2025 Kaitline Fayle reviewed Perry Elementary School. An exit conference occurred with you on December 1, 2025.

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 by the deadline(s) listed. 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

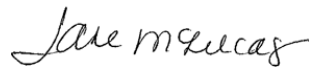
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/KF/pn



SNP Administrative Review Report

Perry Public Schools (353)

Program Year 2026

Perry Public Schools (353)

423 U.S. Route 1, Unit A
Pembroke, ME 04666

Food Service Contact

Mrs. Shauna Dansereau
Food Service Director
(207) 853-2522

Executive Contact

Mrs. MaryEllen Day
Superintendent
(207) 853-2567

No. of Sites / Reviewed: 1 / 1
Month of Review: September 2025

Commendations

* Shauna Dansereau, Food Service Director, demonstrated a strong knowledge of program requirements, which was evident in the organized and well-prepared review materials. Her attention to detail made the review process efficient and reflected positively on the program.

Technical Assistance

* At Perry Elementary, meal accountability is recorded by student name or roster and a tic sheet. Because Perry operates under the Community Eligibility Provision (CEP), the School Food Authority (SFA) can use either method of meal accountability. To eliminate unnecessary paperwork, it is recommended to choose only one and, in addition, complete a weekly meal count consolidated form. This method may be beneficial for lunch monitors responsible for recording meal counts, as well as for the Food Service Director and business office when compiling and submitting monthly claims for reimbursement.

Resource Management - Perry Public Schools (353)

712. SFA charged indirect costs to nonprofit school food service account?

Finding 9000: Documentation of labor charged to the food service account

Employees who perform duties for both the nonprofit school food service and other district programs are required to accurately record and allocate their time based on actual hours worked in each program area.

Only the portion of time directly attributable to school food service operations may be charged to the nonprofit school food service account. The SFA must maintain supporting documentation, such as timecards, to verify that labor costs charged to the food service account are allowable and properly allocated.

Corrective Action:

Going forward, the SFA must ensure that all employees whose time is split between food service and other district functions complete accurate time distribution records reflecting actual hours worked. Documentation must be reviewed and approved monthly by the site's Food Service Manager to confirm that only time directly related to food service operations is charged to the nonprofit school food service account.

Submit Copies of timecards completed and signed for the month of December 2025 for part-time staff at Perry Elementary School to ensure that time is being documented and charged correctly going forward.

Date due: January 16, 2026

SNP Administrative Review Report**Perry Public Schools (353)***Program Year 2026***General Program Compliance - Perry Public Schools (353)***810. The USDA non-discrimination statement is on appropriate Program materials***Finding 9993: Non-compliance with the USDA non-discrimination statement**

The full nondiscrimination statement, including Maine's nondiscrimination statement, must be used on program materials and website.

Corrective Action:

The SFA must update their website with the appropriate nondiscrimination statement.

Date due: January 16, 2026

Technical Assistance:

The Maine DOE Child Nutrition webpage provides Civil Rights training and links to the USDA. Child Nutrition Program Civil Rights Statements and Maine nondiscrimination statement.

The full civil rights statement must be included on all program materials, such as publications and websites. On a website, a direct link or the full statement must be on the homepage. If materials are too small for the full statement, a shortened version, "This institution is an equal opportunity provider".

*1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and Do responses demonstrate compliance with FNS requirements?***Finding 9000: Local School Wellness Policy Triannual Assessment**

The School's Wellness Committee has not completed the assessment of the Local Wellness Policy within the last three years.

Corrective Action:

Complete the assessment of the Local Wellness Policy and notify the public of the results. Upload a copy of the Report Card that includes WellSAT scores into CNPweb or provide a link to this document on the district website

Date: April 3, 2026

The district can request an extension if needed.

Technical Assistance:

The Wellness Policy Assessment can be found here: <https://www.maine.gov/doe/schools/nutrition/programs/nslp>

*1402. SFA storage of commercial food products?***Finding 9000: Buy American Tracking**

School is currently not tracking non-domestic purchases.

Beginning in School Year 2026, School Food Authorities (SFAs) are required to track all meal component items purchased through the nonprofit school food service account that are not Buy American compliant. Only food components are required to be tracked to ensure compliance with the 10% non-domestic product threshold for this program year.

Corrective Action:

Submit for Corrective Action a tracking spreadsheet containing food component items for September 2025. The Buy American training tool can be found here: <https://www.maine.gov/doe/schools/nutrition/financial>

Date due: January 16, 2026

Technical Assistance:

TA The Food Service Manager received training during the on-site review on the proper procedures for identifying and documenting non-compliant items to maintain compliance with Buy American tracking requirements.

SNP Administrative Review Report**Perry Public Schools (353)****Program Year 2026***1602. On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?***Finding 9000: Summer Food Service Program and School Breakfast Program outreach requirement**

Each School Food Authority (SFA) participating in the National School Lunch Program (NSLP) is required to conduct annual outreach for both the Summer Food Service Program (SFSP) and the School Breakfast Program (SBP)—regardless of whether the SFA itself operates the SFSP.

Corrective Action:

At a minimum, the SFA must ensure that the following information is clearly posted on the district's central website:

A statement indicating that all students have access to a free breakfast and lunch meal at school during the school year; and
A link to the USDA Summer Meals Site Finder so families can locate free summer meal locations during vacation months.

Families can access the Summer Meals Site Finder here:

<https://www.fns.usda.gov/summer/sitefinder>

This outreach ensures families are aware of year-round access to nutritious meals and fulfills USDA's annual outreach requirement under federal child nutrition program regulations.

Date due January 16, 2026

Corrective Action can be uploaded and submitted by logging into CNPweb>E-Reviews> Corrective Action Responses



SNP Administrative Review Report
Program Year 2026

Perry Public Schools (353)

Perry Elementary School (354)
423 U.S. Route 1, Unit A
Pembroke, ME 04666

Food Service Contact

Month of Review: September 2025
Date of Onsite Review: September 1, 2025

No Findings during Site 354 Review