



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

August 22, 2023

Mark Conrad  
Business Manager  
Auburn Public Schools  
60 Court Street  
Auburn, ME 04210

Dear Mr. Conrad:

The Summer Food Service Program Administrative Review consists of two parts, an onsite review of program operations and a claim validation review of the July 2023 Summer claim. The review was completed by Sarah Platt in accordance with 7 CFR Part 225.7 of the Federal Register and Maine Department of Education Child Nutrition policies and procedures. Please find the review report attached. The Summer Food Service Program Review is now closed. If you have any questions, please do not hesitate to contact Sarah Platt at 592-2410 or email [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov).

Thank you for your participation in the Summer Food Service Program. Your commitment to provide nutritious meals to Maine children is commendable.

**Right to Appeal**

Summer Food Service Program Sponsors have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/schools/nutrition/programs/sfsp> and navigate to the "Policy and Procedures of Maine DOE Child Nutrition" section.

Sincerely,

A handwritten signature in blue ink, appearing to read "Adriane Ackroyd".

Adriane Ackroyd  
Child Nutrition Assistant Director

AJA/SP/pn



**SFSP Administrative Review Findings**

**Auburn Public Schools (14)**

*Program Year 2023*

**Auburn Public Schools (14)**

60 Court St.  
Auburn, ME 04210

**Food Service Contact**

Mr. Chris R Piercey  
Nutrition Director  
(207) 333-6658

**Executive Contact**

Mr. Mark Conrad  
Business Manager  
(207) 784-6431

No. of Sites / Reviewed: 12 / 2

Month of Review: July 2023

**Commendations**

- \* The Summer Food Service Administrative Review took place on July 6, 2023. Onsite observation was done at Auburn Middle School and Walton School. Paperwork was in excellent order and Chris Piercey is doing a great job overseeing the program. Thank you for your assistance throughout the review process.

**Claim Validation - Auburn Public Schools (14)**

*1201. Claim for Reimbursement/Claim Validation*

**Finding 9000: July 2023 Claim Validation**

The July 2023 Claim was reviewed. There was one day (July 25) where second meals at Walton School were included in the first meal counts for lunch. This did not occur on other days and appeared to be an oversight. No other issues were found.

**Corrective Action:**

This was not a systemic issue. The July 2023 Claim was revised to reflect accurate counts. No further corrective action is required.

Estimated fiscal action: \$24.75