



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

Attachment F.1

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

February 14, 2023

Matthew Nelson  
Superintendent  
Sanford School Department  
917 Maine St.  
Sanford, ME 04073

Dear Superintendent Nelson:

This letter is to inform you that a representative from the Maine Department of Education is scheduled to conduct an Administrative Review and a Procurement Review of the Sanford School Department Nutrition Department. These reviews are now on a five-year cycle and are conducted concurrently. The review process will follow all applicable Federal laws and Maine Department of Education Policies and Procedures. The Administrative Review will occur onsite.

Information for the Administrative Review

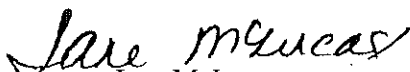
- School(s) selected for review: Sanford Pride School. A second school may be observed as well.
- The reviewer will be onsite sometime during the week of: **3/20/2023**.

The following is due to Sarah Platt by **3/3/2023**.

- Completed *Off-site Assessment questions in CNP web* at <https://me.cnpus.com/cnp/Login>. If you need access to CNPWeb, please contact Pamela Partridge at [Pamela.Partridge@maine.gov](mailto:Pamela.Partridge@maine.gov) or 207-624-6843.
- Completed *Administrative Review Pre-Visit Checklist* found online at <https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar> and documents uploaded to CNP web.

Thank you for your cooperation. We hope the process will be beneficial to you and your staff. Should you have any questions, please contact Sarah Platt at 592-2410 or [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov).

Sincerely,

  
Jane McLucas  
Child Nutrition Director

CC: Food Service Director