



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 31, 2025

Gwen Smith
Superintendent
Greenbush Public Schools
129 Military Road
Greenbush, ME 04418

Dear Superintendent Smith:

The Greenbush Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 25, 2025 Stephanie Stambach reviewed Helen S. Dunn Elementary School. An exit conference with you and Barbara Ouellette occurred on March 4, 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

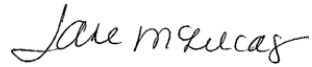
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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/main.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 Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/SS/pn

SNP Administrative Review Findings**Greenbush Public Schools (208)****Program Year 2025****Greenbush Public Schools (208)**

129 Military Rd
Greenbush, ME 04418

Food Service Contact

Rhonda Brown
Head Cook
(207) 826-2000

Executive Contact

Barbara Ouellette
Food Service Coordinator
(207) 826-2000

No. of Sites / Reviewed: 1 / 1

Month of Review: December 2024

Date of On-site Review: February 25, 2025

Commendations

- * The Greenbush School Nutrition Program Administrative Review consisted of both off-site and on-site portions. The on-site review took place on February 25, 2025. We appreciate the time and assistance provided by the staff. The kitchen staff showed great customer service to students during meal service. As referenced in this report, there were repeat meal pattern findings from the prior Administrative Review in SY 2019, and meal pattern and production records is a priority area. Training and oversight would have addressed some of the findings identified in this review.
- * The Community Eligibility Provision (CEP), is an option for schools that have at least 25% enrolled students on the direct certification (DC) list from DHHS. Greenbush is eligible for this program by having over 50% of students on the DC list. The benefits include reduced administrative burden by eliminating free/reduced applications and the verification process. It also streamlines meal counting and claiming as only a total count is needed, rather than tracking by student name. It is in Greenbush's best interest to apply for this program for SY 2026. Any questions can be directed to the Child Nutrition office.

Technical Assistance

- * An incorrect non-discrimination poster was displayed in the cafeteria. An updated version was provided on-site and posted on the day of review.
- * On the day of review, the planned menu did not meet meal pattern requirements, and was missing a grain offering. This was caught by the reviewer prior to meal service, and a whole grain biscuit was offered with the Chef Boyardee ravioli meal. Technical assistance was provided on how to read Child Nutrition (CN) labels, as the Chef Boyardee only contained meat/meat alternate. Future meals were reviewed to ensure that a grain is offered with every meal option.
- * Helen S. Dunn School participates in the Fresh Fruit and Vegetable Program (FFVP), which is a separate program outside of breakfast and lunch. Minimal FFVP funds had been used at the time of the review (18.91% of funds). This was also noted during the prior Administrative Review. Fund usage is a component looked at in awarding schools each subsequent year, and efforts should be made to utilize the funding.

Certification and Benefit Issuance - Greenbush Public Schools (208)**138. Updating Benefits Issuance documents accurately, timely?****Finding 9000: Error found with master eligibility list of free/reduced price students**

Eligibility was reviewed for students approved for free/reduced price meal benefits, to ensure the correct benefit was issued. One error was found, and a student was listed as reduced on the list, but should have been free due to being on the DC list.

Corrective Action:

Student status has been updated on the master eligibility list, and documentation has been sent to the reviewer. No further action is needed.

Technical Assistance:

The current practice is to keep a separate eligibility list for each month. Technical assistance was provided to have one list and document changes in eligibility as they occur. This will help to track changes throughout the year, as well as reduce potential for error and paperwork.

SNP Administrative Review Findings**Greenbush Public Schools (208)****Program Year 2025****Resource Management - Greenbush Public Schools (208)****711. SFA charged for adult meals?****Finding 9000: Adult meal price does not cover cost of meal**

It is a federal requirement that the adult meal price cover the cost to prepare the meal (including food, labor and other). Currently, adults are charged \$4.50, and the cost to prepare the meal is \$6.71, based on the SY 2024 annual financial report submitted to the Child Nutrition office. The cost must be increased to meet federal regulations.

Corrective Action:

Submit plan for how the adult meal price will be increased for SY 2026. Upload documentation to CNP web-> E Reviews-> Corrective Action Responses by **April 28, 2025**.

General Program Compliance - Greenbush Public Schools (208)**1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements?****Finding 9000: The Local Wellness Policy does not meet federal requirements**

The wellness policy does not address that foods sold must meet Smart Snacks standards, and school-based marketing will include only items that meet Smart Snacks standards.

Corrective Action:

Revise policy to be in compliance, and upload school board approved policy to CNP web-> E Reviews-> Corrective Action Responses by **April 28, 2025**.

Technical Assistance:

Technical assistance was provided during the off-site portion of the review, including sample language to use in the policy.

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements?**Finding 9994: LWP Triennial assessment**

The Local Wellness Policy must be assessed every 3 years. A Triennial Assessment Template is available on the Maine DOE Child Nutrition webpage: www.maine.gov/doe/schools/nutrition/programs/nslp. This was also emailed to Gwen Smith after the exit conference.

Corrective Action:

Complete triennial assessment and upload to CNPweb -> E-reviews -> Corrective Action Responses by **April 28, 2025**.

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?**Finding 9000: Professional Standards Training Hours Not Met**

Annual training is required and documentation of continuing education hours for all food service employees must be maintained. The required annual professional development hours are as follows:

School Nutrition Director	12 Hours
Kitchen Manager	10 Hours
Staff (20+ hours/week)	6 Hours
Part time Staff (<20 hours/week)	4 Hours

The professional standards requirements are based on the duties of the individual and not the title. Multiple staff within the Helen S. Dunn School share food service director responsibilities, including approving the free/reduced applications, filing the claim and planning the menu.

The kitchen staff have completed some training; however, it is not documented or tracked properly. Training in the areas of

SNP Administrative Review Findings**Greenbush Public Schools (208)****Program Year 2025**

meal pattern and production records is a priority area. Other suggested trainings include offer vs. serve, standardized recipes and identifying whole grain rich items. Some of the findings in this review would have been prevented if adequate training was completed. A plan is needed to ensure proper training is received prior to the end of this school year.

Corrective Action:

1. Submit a detailed training plan for all school nutrition staff including dates of training, topics, and sources of training. Have kitchen staff complete meal pattern and production record training as part of training.
2. Provide tracking tool/form that will be used to ensure all staff with responsibilities in the school nutrition program meet the training hours.

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 28, 2025.

Helen S Dunn Elementary School**Food Service Contact****(209)**

129 Military Rd
Greenbush, ME 04418

Month of Review: December 2024

Meal Components & Quantities - Helen S Dunn Elementary School (209)

404. Day of Review - signage explaining the reimbursable meal was posted near/at beginning of service line

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line. *Repeat Finding

Signage explaining what constitutes a reimbursable breakfast and lunch meal is not identified near or at the beginning of the meal service line. This is a repeat finding from the prior Administrative Review.

Corrective Action:

Post signage and submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by **April 28, 2025.**

Technical Assistance:

The school was provided technical assistance during the on-site visit, as well as sample meal signage.

409. Review period production records and supporting documentation - were all required meal components offered and daily/weekly requirements met

Finding 9000: Breakfast meal pattern findings

Based on a review of breakfast menus and production records for the week of December 2-6, 2024, the following meal pattern findings were identified:

- Whole milk offered as a fluid milk option
- Insufficient fruit offered (resulting in exceeding 50% weekly juice limit)

Between the off-site and the on-site review, additional fruit was offered to meet the 1 cup offering and was validated by the reviewer during meal service. Whole milk was also switched to skim milk prior to the reviewer being on-site, as noted above.

Corrective Action:

Submit completed breakfast production records showing the meal pattern is met for the daily and weekly requirements for the week of March 31- April 4, 2025. Upload to CNPweb -> E-reviews -> Corrective Action Responses by **April 28, 2025.**

Technical Assistance:

Technical assistance was provided during the off-site and on-site review.

SNP Administrative Review Findings**Greenbush Public Schools (208)****Program Year 2025**

409. Review period production records and supporting documentation - were all required meal components offered and daily/weekly requirements met

Finding 9000: Production records not completed for breakfast or lunch

Production records are a federal requirement used to support the claim for reimbursement and documentation that meal pattern requirements were met. It was found that production records had not been completed between December 2024 and February 2025. Kitchen staff was instructed to complete immediately.

Corrective Action:

This was fixed during the week of the on-site review and documentation of production records has been received.

Technical Assistance:

Technical assistance was provided on-site, including the importance of completing production records on a daily basis.

409. Review period production records and supporting documentation - were all required meal components offered and daily/weekly requirements met

Finding 9075: Production records/supporting documentation indicate daily/weekly meal pattern requirements for the age/grade group(s) not met. *Repeat Finding

Based on a review of lunch menus and production records for the week of December 2-6, 2024, the following meal pattern findings were identified:

- Weekly vegetable sub group missing- dark green category ***repeat finding**
- Less than 80% of the weekly grains offered were whole grain rich, including sliced bread used in the peanut butter and jelly sandwich offered daily ***repeat finding**.
- Whole milk offered as a fluid milk option
- Missing grain component on 12/6/24.

Whole milk was switched to skim milk between the off-site and on-site review. This was validated by the reviewer during meal service.

Corrective Action:

1. Submit completed production records showing the meal pattern is met for the daily and weekly requirements for the week of March 31- April 4, 2025.
2. Upload nutrition facts and ingredients statement of sliced bread.
3. Meals served with missing meal components and vegetable subgroups, and whole grain rich quantities are not eligible for reimbursement. Revise the December 2024 Site Claim for Helen S. Dunn School as follows:

Lunch:

Free: 607

Reduced: 49

Paid: 178

Submit corrective action documentation in CNPweb -> E-reviews -> Corrective Action Responses by April 28, 2025.

Technical Assistance:

Technical assistance was provided during the off-site and on-site portions of the review.

Extensive technical assistance was provided for planning menus to meet the daily meal components and weekly vegetable subgroup requirements. Planning a vegetable subgroup for each day of the week (such as dark green on Monday, starchy on Tuesday, etc.) may help to streamline menu planning. Copies of the breakfast and lunch meal pattern were provided.

Technical assistance was provided on-site on how to read ingredients labels, to determine if products are whole grain rich.

