



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 5, 2026

Kelly Theriault
District Administrator
Greenbush Public Schools
129 Military Rd.
Greenbush, ME 04418

Dear Kelly Theriault:

The Greenbush Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 5, 2026 Stephanie Stambach reviewed Helen S. Dunn Elementary School. An exit conference with you occurred on February 5, 2026.

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

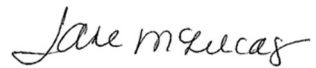
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.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 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

Follow Up Report*Program Year 2026***Greenbush Public Schools (208)****Greenbush Public Schools (208)**129 Military Rd
Greenbush, ME 04418**Food Service Contact**Barbara Ouellette
Food Service Coordinator
(207) 826-2000**Executive Contact**Kelly Theriault
District Administrator
(207) 826-2000No. of Sites / Reviewed: 1 / 1
Month of Review: December 2025**Commendations**

- * Thank you to Barbara Ouellette and Marie Goucher for assisting with the Greenbush Follow Up Review. We appreciated the time and assistance provided during this review. I would like to commend the staff as many of the findings from the last review have been corrected.
- * Marie Goucher is a new head cook this year and has a solid understanding of the meal pattern and crediting meal components. She attends trainings frequently, which is evident with the improvements in this review. The school has made efforts to increase the amount of scratch cooking as well.

Technical Assistance

- * The verification report was submitted late. It was due on 11/20/25 and was submitted in CNP web on 11/24/25.
- * Technical assistance was provided on the Community Eligibility Provision (CEP). Schools that are eligible for this program will be required to participate next school year. Greenbush is eligible as 50% of their enrolled students are on the direct certification (DC) list from DHHS. Participating in CEP would reduce the amount of paperwork for staff with responsibilities in the school nutrition program, as no meal benefit applications would be processed, as well as streamlining meal counting and claiming.

Resource Management - Greenbush Public Schools (208)*710. SFA provided adult meals?***Finding 9000: Adult meal price does not cover cost of meal *Repeat Finding**

The adult meal price must cover the cost to prepare the meal (including food, labor and other). The meal price is currently \$7.00; however, the meal cost is \$8.49, based on the SY 2025 annual financial report submitted to the Child Nutrition office. The cost must be increased to meet federal regulations, so that the federal school nutrition account is not subsidizing adult meals.

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 3, 2026**.

General Program Compliance - Greenbush Public Schools (208)*810. The USDA non-discrimination statement is on appropriate Program materials***Finding 9000: Non-discrimination statement missing from district website**

The full non-discrimination statement, including federal and state, must be on all program materials. This was missing from the district website.

Corrective Action:

Submit documentation that non-discrimination statement has been added to the district website. Upload to CNPweb -> E-reviews -> Corrective Action Responses by **April 3, 2026**.

Follow Up Report**Greenbush Public Schools (208)****Program Year 2026**

1403. *Did a review of agricultural food components indicate violations of the Buy American provision?*

Finding 9000: Buy American tracking

The Buy American provision requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products. Beginning in SY 2025-26, the non-domestic food purchases cap is 10 percent of total commercial food costs in the NSLP and SBP. The school nutrition program has not been tracking its non-domestic products and will need to implement a process.

The Dole mixed fruit cups and Dole pineapple were non-domestic; therefore, these products can be added to the tracking tool.

Corrective Action:

Submit a copy of the tracking tool to CNPweb -> E-reviews -> Corrective Action Responses by **April 3, 2026**.

Technical Assistance:

Technical assistance was provided on the Buy American tracking tools that can be used to track non-domestic products. They can be found on the Child Nutrition website here: <https://www.maine.gov/doe/index.php/schools/nutrition/financial>.

Helen S Dunn Elementary School (209)

129 Military Rd
Greenbush, ME 04418

Month of Review: December 2025

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

410. *Review period - planned menu quantities meet the meal pattern requirements*

Finding 9000: Insufficient fruit at breakfast

Breakfast menus and production records were reviewed for the week of December 1-5, 2025. On one occurrence insufficient fruit was found.

Corrective Action:

A plan is already in place to correct this. No further action is needed.

Sincerely,

Stephanie Stambach MS, RD, SNS
Child Nutrition Supervisor
stephanie.stambach@maine.gov
207-215-9437