



SUPERINTENDENT OF PUBLIC INSTRUCTION

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March 19, 2012

Michael Z. Green, Superintendent
Woodland School District
Agreement No. 081158
800 Third Street
Woodland, WA 98674

Dear Mr. Green:

This letter is written as a follow-up to the administrative review of your Simplified Summer Food Program (SSFP) conducted by Elena Guinn, Program Specialist, on July 29, 2011. We thank Stacy Brown, Director of Business Services, for her courtesy and cooperation during the review.

The purpose of the review was to measure your organization's compliance with state and federal regulations, including an observation of a meal service site. The results of the review were discussed with your staff at the time of the exit conference and a copy of the review report was left at the facility.

The lunch meal service was observed at Woodland Middle School Commons. The meal service was efficiently managed, with an accurate point of service count in place. Ms. Bowen has done a good job with documentation, monitoring, and program accountability. Records were organized and readily available for review.

Menu and production records were up-to-date. A review of production records showed there was only a minimal amount of meat/meat alternate in the cheese sauce served. Therefore, 58 lunch meals were not claimed for reimbursement.

As part of the review Ms. Guinn had to validate at least one month's claim for reimbursement. The July claim was validated with no errors found.

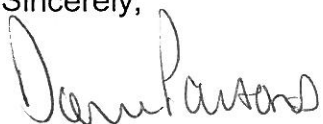
The review is now closed. We appreciate your commitment to operate a successful program and we commend you and your staff for offering this program for the children in your community this summer.



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We look forward to working with you again next year. If you have any questions, please feel free to contact me at (360) 725-6200 or by e-mail at donna.parsons@k12.wa.us.

Sincerely,

A handwritten signature in dark ink, appearing to read "Donna Parsons". The signature is fluid and cursive, with the first name "Donna" being more prominent than the last name "Parsons".

Donna Parsons, MS, RD
Director, Child Nutrition Services

DP:dlv

cc: Elena Guinn, Program Specialist
Stacy Brown, Director of Business Services
File