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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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October 9, 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 August 6, 2012. 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 Ms. Brown at the time of the exit conference and a copy of the review report was left with her.

The lunch meal service was observed at Woodland Middle School Commons. The staff used good procedures in meal service and taking a point of service meal count. The children seemed to enjoy the meal and there was very good participation from the community. Program records were nicely organized and readily available for review.

The July claim was validated without errors.

The review is now closed. We appreciate your commitment to operate a successful program and commend you for feeding children in your community. 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](mailto:donna.parsons@k12.wa.us).

Sincerely,

Donna Parsons, MS, RD  
Director, Child Nutrition Services

DP:dlv

cc: Elena Guinn, Program Specialist  
Stacy Brown, Director of Business Service  
Angela Ruiz, NSLP/SBP Specialist