



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

January 24, 2023

Charissa Fortier  
Director  
Woodfords Family Service  
15 Saunders Way  
Westbrook, ME 04092

Dear Director Fortier:

Corrective Action regarding the SY 2023 School Nutrition Program Administrative Review has been received.

This is to notify you that this is the final action and the Administrative Review is now closed. Should you have any questions, please contact Sarah Platt at 592-2410 or email [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/SP/pp



**SNP Administrative Review Findings**

**Woodfords Family Services (2088)**

*Program Year 2023*

**Woodfords Family Services (2088)**

**\*\*New SFA\*\***  
15 SAUNDERS WAY STE 900  
Westbrook, ME 04092

**Food Service Contact**

Sara Keene

**Executive Contact**

Charissa Fortier  
Superintendent

No. of Sites / Reviewed: 2 / 1  
Month of Review: December 2022

**Commendations**

\* Thank you to Sara Keene for her assistance with the Administrative Review. Documentation was complete and in good order and Sara has a good handle on administrative procedures. Site staff (Theresa) was knowledgeable on meal service and completing documentation correctly. This is especially impressive as Woodfords is new Sponsor in our programs.

Reimbursable meals are vended from local school nutrition programs at Westbrook Schools and RSU 15 and this appears to be working well.

We appreciate all your assistance throughout the review process. Keep up the good work!

**Technical Assistance**

\* Woodfords is now eligible for the performance-based reimbursement (PBR) of an additional \$0.08 per reimbursable lunch served. They were certified for this reimbursement because they vend meals from Sponsors that are certified. If Woodfords decides to prepare their own meals or contract with a different sponsor that is not certified for the PBR, they may no longer be eligible for this additional funding.

**No Sponsor-level Findings**

**SNP Administrative Review Findings****Woodfords Family Services (2088)***Program Year 2023***WFS - Pineland (2091)**

15 SAUNDERS WAY STE 900

Westbrook, ME 04092

Month of Review: December 2022

Date of Onsite Review: January 12, 2023

**Meal Components & Quantities - WFS - Pineland (2091)***403. DOR - two varieties of milk available, allowable substitutions? Enter data.***Finding 9053: Milk variety not offered throughout serving period on Day of Review.**

As observed on the Day of Review, at least two required milk varieties were not available during meal service.

**Corrective Action:**

Offer two types of (cow's) milk at meal service. The Two types can be from the following options: Fat-free unflavored, 1% unflavored, fat-free flavored, and 1% flavored. Explain how this was corrected by submitting a response in CNPweb - E-Reviews - Corrective Action Responses.

**Date Due:** Corrective Action Received 1/20/2023