



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:

The SY 2023 Procurement Review of the Woodfords Family Service Nutrition Department is complete. There were no findings.

This is to notify you that this is the final action closing the Procurement Review. Should you have any questions regarding the review, 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

LM/SP/pp



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**Procurement Review Report  
Woodfords Family Services  
School Nutrition Program  
SY 2023**

A review of the Woodfords Family Services School Nutrition Department procurement practices from SY2022 was conducted to ensure compliance with Federal Regulations 2 CFR 200, 7 CFR 210, as well as applicable local laws.

Woodfords Family Services vends reimbursable meals from local School Food Authorities (SFAs) that currently participate in federal Child Nutrition Programs – Westbrook School Nutrition Program and RSU 15 School Nutrition Program. The contracts were reviewed. It is recommended that the specify “reimbursable meals” instead of “meals” for clarity. No other purchases from the School Nutrition Account are made.

**Code of Conduct**- No findings.

**Procurement Procedures**- No findings.

**Micro-Purchases**- N/A

**Small Purchases**- N/A

**Formal Purchases**- N/A

We appreciate the assistance provided throughout the review process. Feel free to contact the reviewer with any questions at [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov) or 207-592-2410.

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/SDP/pp

CC: Sara Keene