



ROB S. SAXTON  
Deputy Superintendent of Public Instruction

June 10, 2013

Penny Elliot  
Sheridan School District  
435 S Bridge Street  
Sheridan OR 97378

Dear Ms. Elliot:

**Re: SY 2013 Approval for six cent performance based reimbursement  
Agreement no.:3619001**

Congratulations! Sheridan School District has been approved to receive the six cent performance based reimbursement effective March 2013.

An Attestation form must be submitted annually, to attest full compliance with the meal pattern requirements, as part of the program renewal process to the Oregon Department of Education Child Nutrition Programs (ODE CNP). The following documents must be on file for every menu item credited to the new meal pattern:

- CN labels or Manufacturer's Product Formulation Statement (MPFS)
- Nutrition Facts with Ingredient list
- Standardized Recipes with Appendix A
- ODE Menu Planner and
- Daily production records

ODE CNP is required to conduct Validation Reviews from 25% of randomly selected certified Sponsors. In the event your organization is chosen for a review, we will be in contact with you. If you are chosen, we will need to see the above documents for the week of the validation review and the week submitted for certification.

We appreciate your partnership in assuring Oregon children are well nourished and ready to learn. If you have any questions, please contact your assigned Specialist.

Sincerely,

Heidi Dupuis  
Manager, School Nutrition  
Child Nutrition Programs  
Office of the Superintendent