ILLINOIS STATE BOARD OF EDUCATION
NUTRITION AND WELLNESS PROGRAMS
PROCEDURE FOR EARLY REMOVAL FROM
THE STATE DISQUALIFIED LIST FOR
INSTITUTIONS AND/OR INDIVIDUALS

The following procedures will be used when an institution and/or individual(s) on the State Disqualified List (SDL) inquires about early removal from the SDL:

1. Any Child Nutrition Program debt must be paid back via a cashier's check before submitting a request for removal from the SDL. Payments must be sent to: Illinois State Board of Education, Funding and Disbursements (E320), 100 North First Street, Springfield, Illinois 62777. Please indicate with your payment that you are repaying a debt on the SDL.

2. The request for removal from the SDL must be submitted in writing and sent to: Illinois State Board of Education, Nutrition and Wellness Programs (W270), 100 North First Street, Springfield, Illinois 62777. The request must include:

   a. A statement that clearly indicates whether the request is for removal of the institution only, the institution and all responsible individuals, or some or all of the responsible individuals but not the institution. Only the institution and/or individual(s) specifically listed in the request will be considered for removal.

   b. A detailed corrective action plan that states the actions taken to fully and permanently correct the serious deficiencies. Organize your corrective action plan by listing the serious deficiency and then providing the corresponding corrective action plan. Any attachments must be labeled with the corresponding serious deficiency. The corrective action plan must include the following:

      • What are the serious deficiencies and the procedures that will be implemented to address the serious deficiencies? Provide detailed step by step procedures. An explanation as to why the serious deficiencies occurred, stating that the serious deficiencies have been corrected, or a promise that the serious deficiencies will not occur in the future are NOT acceptable corrective action plans.

      • Who will address the serious deficiencies? List personnel responsible for each of the tasks.

      • When will the procedure for addressing the serious deficiencies be implemented? Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when will it begin?).

      • Where and how will the corrective action plan documentation be retained?

      • How will the staff and facilities be informed of the new policies and procedures (e.g., handbook, training, website, etc.)?

3. Nutrition and Wellness Programs will review the request to determine if the corrective action plan is adequate.
a. If the corrective action plan is not adequate the institution and/or individual(s) will be notified in writing of the decision. There is no opportunity to appeal the denial decision. Please retain a copy of your submission. If your request is denied you may make revisions to your submission and re-submit in its entirety.

b. If the corrective action plan is adequate the institution and/or individual(s) will be notified in writing of the decision including the date the institution and/or individual(s) were removed from the SDL.

4. Institutions removed from the SDL must complete all SFSP application requirements before being approved to participate in the SFSP.

Revised December 2013
Thank you

Bob Klunk

On Aug 13, 2014, at 7:10 AM, HARPER RITA J <RHARPER@isbe.net> wrote:

Mr. Klunk,

I spoke with Jesse Johnson on July 30, 2014. She called and wanted to know her status on the Disqualified List. I explained that Anthony Fusco submitted a request to have Barbara Jean Wright Apartments removed from the Disqualified List but that the request did not ask for the individuals, Jesse Johnson and Tonya Harper, to be removed so they were not removed. I did not tell her that you asked that she not be part of the program. She asked how she could be removed from the Disqualified List and I indicated that I would provide her with the procedures for requesting early removal from the Disqualified List and those were mailed to her on July 31, 2014. She also wanted to speak with SFSP program staff because she had some concerns regarding the current operation of the SFSP at Barbara Jean Wright Apartments. I forwarded her message to SFSP program staff and I believe she eventually spoke with Amy Bianco. Shortly after my initial call with Jesse Johnson she called me again and requested a copy of the request submitted for early removal that was submitted by Anthony Fusco. I told her that I could not provide that to her unless Mr. Fusco agreed in writing that I may do so. In total I have spoken on the phone with her two times and I have not spoken to her since. Please let me know if you need any additional information.

Rita Harper, MBA
Illinois State Board of Education
Nutrition and Wellness Programs
800-545-7892 or 217-782-2491
Fax 217-524-6124
rharper@isbe.net
Dear Mark,

Jesse Johnson, president of Barbara Jean Courts, just left a meeting with Alderman Danny Solis, the Chief of Staff Vince Sanchez and myself Bob Klunk.

Jesse Johnson stated that she has had numerous recent conversations with Rita Harper concerning the newly reinstated Food Program at Barbara Jean since it was reinstated.

Jesse Johnson told us that Rita Harper told her I, Bob Klunk asked that she, Jesse Johnson, not be part of the program. I, Bob Klunk never did this and wonder why Rita Harper would say this. She, Jesse Johnson is under the impression that tens of thousands of dollars are being given to me, Bob Klunk to run the program.

Alderman Danny Solis would like these concerns addressed.

As you both are very much aware, Bob Klunk worked on getting this program started up again and do not understand why misinformation is coming from the state concerning this program.

I, Bob Klunk has worked on behalf of the 25th Ward to reinstate this program for the kids of Barbara Jean Courts.

No funds have been given to hire people to run the program. I reached out to a non for profit called Architreasures and they have been willing to help me run this program with children they hire for the summer in conjunction with their Day Care Summer Youth Program.

Thank you My cell is [redacted]

Bob Klunk
FYI—Barbara Jean Wright Court Apartments (15-016-947P-00) has been removed from the State Agency Disqualified List effective today, June 19, 2014. Tonya Harper and Jessie Johnson remain on the Disqualified List since the request did not ask for their removal. The letter to Mr. Fusco should go out in the mail this afternoon or tomorrow morning.

Rita Harper, MBA
Illinois State Board of Education
Nutrition and Wellness Programs
800-545-7892 or 217-782-2491
Fax 217-524-6124
rharper@isbe.net
June 19, 2014

Anthony J. Fusco, Jr.
Barbara Jean Wright Court Apartments
36 S. Wabash, Suite 1310
Chicago, IL 60603

Agreement No.
15-016-947P-00

Dear Mr. Fusco:

This letter is in regards to your request to have Barbara Jean Wright Court Apartments removed from the Illinois State Board of Education's (ISBE) State Agency Disqualified List.

As of the date of this letter, Barbara Jean Wright Court Apartments has been removed from ISBE's State Agency Disqualified List. This means you are now eligible to reapply for participation in the Summer Food Service Program and all other Child Nutrition Programs. Please note, Tonya Harper and Jessie Johnson will remain on the State Agency Disqualified List since you did not request their removal.

If you have any questions, please contact Rita Harper at 1-800-545-7892 or rharper@isbe.net.

Sincerely,

[Signature]

Mark R. Haller, S.N.S.
Division Administrator
Nutrition and Wellness Programs

cc: Amy Bianco, ISBE
    Rita Harper, ISBE
We have reviewed your request for early removal from the State Agency List for Barbara Jean Wright, 15-016-947P-00, dated 6/13/14. Please address the following issues after the sentence “All claims will be processed through the office overseen by Anthony Fusco.” (see excerpt below):

1. Add the timeframe in which the payment of the claim will be made by Anthony Fusco’s office prior to the due date. For example, The payment for the SFSP debt will be processed and sent to ISBE by Anthony Fusco’s office 10 working days prior to the due date specified in the notice from ISBE.

2. Add a procedure for following up with ISBE prior to the due date and after the payment has been sent to ensure ISBE received payment. For example, The staff accountant from Anthony Fusco’s office will contact ISBE’s Funding & Disbursements Division via phone 3 working days prior to the due date specified in the notice from ISBE to ensure that payment was received and the debt is repaid in full.

Please note, CCDC (Chicago Community Development Corporation) should provide procedures that are appropriate for their organization for these two issues. The examples provided are to assist them in developing their own procedures. Please reply as soon as possible, I am in the office the rest of today and tomorrow (7 am to 3 pm) and will be out of the office starting June 20th and will return June 30th.

be retrained on the proper procedures for maintaining matters related to the Summer Food Service Program with officers of BJ Wright. All claims will be processed Fusco.

Rita Harper, MBA
Illinois State Board of Education
Nutrition and Wellness Programs
800-545-7892 or 217-782-2491
Fax 217-524-6124
rharp@isbe.net
June 18, 2014

Mark R. Haller, SNS
Division Administrator
Illinois State Board of Education (ISBE)
100 North First Street
Springfield, Illinois 72277-0001

Re: Corrective Action Plan for Early Removal of Barbara Jean Wright Court Apartments (15-016-947P-00) from the State Agency Disqualified List (Summer Food Program)

Dear Mr. Haller:

Barbara Jean Wright Court Apartments (BJ Wright) is requesting early removal from the State Agency’s Disqualified List due to a serious deficiency. The State Agency placed BJ Wright on the Disqualified List because of “failure to repay a SFSP debt” of $1,977 and has acknowledged that the debt has been satisfied.

BJ Wright has developed a new process for handling all debts owed to the state agency. The new policy will be included in the BJ Wright Management Plan as well as training plans for staff and approved by the Owner.

Within one week of receipt of notification that a debt is owed to the State Agency, the program manager will review the communication with the BJ Wright owner in order to determine the reason for the violation occurred. If the violation is due to staff misconduct or malfeasance, it is the policy of BJ Wright to immediately terminate the staff. If the violation is due to errors, then staff will be retrained on the proper procedures for maintaining compliance.

All financial matters related to the Summer Food Service Program will be handled by the management office and the owner of BJ Wright. All claims will be processed through the office overseen by the president of the owner, Anthony J. Fusco, Jr. The accountant on staff will prepare the claim for any debt owed to the state agency within one week of receipt of the notification and mail the payment within 10 business days prior to the due date. Within 5 business days of the due date, the accountant will contact the Funding & Disbursements Division of ISBE by phone to verify receipt of the payment and that it has been paid in full.
When new administrative staff are hired, they will be informed of the new policy to immediately terminate staff who deliberately flout the regulations. The program manager along with finance officer will review all financial reports, including claims reports, to ensure that any violations determined by the State agency have been addressed.

The documentation of policies and trainings will be maintained onsite in the management office of BJ Wright.

BJ Wright will participate in the Department of Family and Support Services (DFSS) SFSP in 2014. Prior to the start of the 2014 SFSP program, the selected site manager and site staff will be trained by DFSS in order to ensure compliance with program regulations.

All policies are effective immediately.

If you have any question, please contact me at (312) 422-7700 or [Redacted]

Very truly yours,

COMMUNITY HOUSING PARTNERS IV L.P.,
Owner of Barbara Jean Wright Court Apartments

By: Chicago Community Development Corporation,
General Partner

By: [Redacted]
Anthony J. Fusco, Jr.
President
June 13, 2014

Mark R. Haller, SNS
Division Administrator
Illinois State Board of Education (ISBE)
100 North First Street
Springfield, Illinois 72277-0001

Re: Corrective Action Plan for Early Removal of Barbara Jean Wright Court Apartments (15-016-947P-00) from the State Agency Disqualified List (Summer Food Program)

Dear Mr. Haller:

Barbara Jean Wright Court Apartments (BJ Wright) is requesting early removal from the State Agency’s Disqualified List due to a serious deficiency. The State Agency placed BJ Wright on the Disqualified List because of “failure to repay a SFSP debt” of $1,977 and has acknowledged that the debt has been satisfied.

BJ Wright has developed a new process for handling all debts owed to the state agency. The new policy will be included in the BJ Wright Management Plan as well as training plans for staff and approved by ownership.

Within one week of receipt of notification that a debt is owed to the State Agency, the program manager will review the communication with ownership in order to determine the reason for the violation. If the violation is due to staff misconduct or malfeasance, it is the policy of BJ Wright to immediately terminate the staff. If the violation is due to errors, then staff will be retrained on the proper procedures for maintaining compliance. In addition, all financial matters related to the Summer Food Service Program will be handled by the management office and officers of BJ Wright. All claims will be processed through the office overseen by Anthony Fusco.

When new administrative staff is hired, they will be informed of the new policy to immediately terminate staff who deliberately flout the regulations. The program manager along with finance officer will review all financial reports that may be required, including claims reports, to ensure that any violations determined by the State agency have been addressed. The
documentation of policies and trainings will be maintained onsite in the management office of the BJ Wright.

BJ Wright will participate in the Department of Family and Support Services SFSP in 2014. Prior to the start of the 2014 SFSP program, the selected site manager and site staff will be trained by DFSS in order to ensure compliance with program regulations.

All policies are effective immediately.

If you have any question, please contact me at (312) 422-7700 or

Very truly yours,

COMMUNITY HOUSING PARTNERS IV L.P.,
Owner of Barbara Jean Wright Court Apartments

By: Chicago Community Development Corporation,
General Partner

By: [Signature]
Anthony J. Fusco, Jr.
President
From: 
Sent: Wednesday, May 21, 2014 1:28 PM
To: HALLER MARK R
Subject: Re: Food program

I really appreciate your help
Do not send will work on your recent suggestions Thanks

Bob Klunk

On May 21, 2014, at 1:17 PM, HALLER MARK R <MHALLER@isbe.net> wrote:

> Bob,
> >
> This is a USDA requirement to get off the list, not ISBE. Rita has provided more help to your organization than any other organization for the removal off of the National Disqualified List. In fact, she has provided you several examples that you should just copy, tweak slightly and insert the names, etc.. USDA has required these responses to be extremely detailed - we expressed this in several discussions and communications. The corrective action plans submitted do not meet the USDA criteria to be forwarded to USDA for removal. If we forward to USDA, your request will be further delayed as it will go through several level of reviews at USDA and then be rerouted to get an appropriate response. Do you want us to forward to USDA as is? ISBE is going above our normal practices to provide you extra timely assistance and examples.
> >
> > Mark
> >
> >
> >
> > -----Original Message-----
> > From: 
> > Sent: Wednesday, May 21, 2014 12:20 PM
> > To: HALLER MARK R
> > Subject: Food program
> >
> > Mark does my Boss need to call the governor?
> > We are trying to do all you request but with no resolution Please respond
> >
> > Bob Klunk
> >
We have determined that the corrective action plan (CAP) did not provide enough detail regarding the step by step process for repayment of any SFSP debts (Step 4). Simply stating that you will make the payment within the timeframe is not acceptable. In addition, the corrective action plan did not address the following:

- Where and how will the corrective action plan documentation be retained?
- How will the staff and facilities be informed of the new policies and procedures (e.g., handbook, training, website, etc.)?

I am providing you with a sample corrective action plan that addresses the What, Who, When, Where, and How components that are required in all CAPs.

**Sample CAP**

ABC-DEF Daycare Center has implemented a new procedure regarding review and approval of applications for free and reduced price meals:

*(this part of the CAP addresses the What, Who, and When components)*

Within one week of a child's enrollment in the center, the parent must have returned a household eligibility application. Assistant Director Shana Franklin will review each new child's folder at the end of the first week to ensure that the form has been received. If the parent does not wish to complete a household application for free or reduced price meals, Ms. Franklin will make a note in the child's folder that the parent does not wish to complete the application and therefore this child will be classified as "paid." At the end of each week, Ms. Franklin will review the applications for completeness. If required information is missing from the form, Ms. Franklin will contact the parent to correct the form.

Ms. Franklin will review all completed free and reduced price meal applications, and mark the appropriate category, free, reduced or paid. Ms. Franklin will then place the applications in the appropriate in box of Center Director Carl Jones for second party review. Mr. Jones will verify whether the application is complete and correctly classified, then will sign and date the application and update the master roster. Mr. Jones will conduct spot checks monthly of children's files to ensure that all documentation is complete and current.

*(this part of the CAP addresses the Where and How components)*

On May 16, 2013, Mr. Jones trained Ms. Franklin on the new procedure. Additionally, on May 16, 2013, this procedure was added to the ABC-DEF Daycare Center Administrative Procedures Manual that is provided to all employees. On May 22, 2013, Center Director Carl Jones verified that all currently enrolled children are correctly categorized in the Master Roster as verified from the household applications.

The procedures described above and the amendments to the ABC-DEF Daycare Center Administrative Procedures Manual were presented to the Board of Directors for vote on June 1, 2013, and were approved by the Board.

If you wish to submit a revised CAP you can submit via regular mail or via email to Mark Haller and myself. If you have any questions you may contact me via email ([harper@isbe.net](mailto:harper@isbe.net)).
-----Original Message-----

From: [redacted]
Sent: Monday, May 19, 2014 1:32 PM
To: HARPER RITA J; HALLER MARK R; Paulette Mercurius
Cc: [redacted]
Subject: Food Program

Please let me know current status
Thanks
Bob Klunk
From: [Redacted]
Sent: Monday, May 19, 2014 1:32 PM
To: HARPER RITA J; HALLER MARK R; Paulette Mercurius
Cc: [Redacted]
Subject: Food Program

Please let me know current status
Thanks
Bob Klunk
May 9, 2014

Mark R. Haller, SNS
Division Administrator
Illinois State Board of Education (ISBE)
100 North First Street
Springfield, Illinois 72277-0001

Re: Corrective Action Plan for Early Removal of Barbara Jean Wright Court
    Apartments (15-016-947P-00) from the State Agency Disqualified List
    (Summer Food Program)

Dear Mr. Haller:

Barbara Jean Wright Court Apartments (BJ Wright) is requesting early removal from the
State Agency’s Disqualified List due to a serious deficiency. The State Agency placed BJ Wright
on the Disqualified List because of “failure to repay a SFSP debt” of $1,977 and has
acknowledged that the debt has been satisfied.

BJ Wright will take the following steps to ensure that when informed of a debt by the
State Agency, the debt will be paid, with the assurance that the situation will not recur in the
future. The steps to be taken will be as follows:

1. The General Partner of the Owners of BJ Wright, the Chicago Community
   Development Corporation (CCDC), will assume full responsibility for the
   operation of the program.

2. All former program administrative staff have been separated from BJ Wright and
   will no longer have responsibility for the operation of the SFSP program and new
   staff will be hired and trained.

3. All fiscal matters at BJ Wright are handled by the Managing Agent of the
   Property. As outlined in the Administrative Staffing Procedures of the SFSP
   Management Plans. The disbursement of funds with the approval of the General
   Partner will be processed by this staff and authorized by CCDC.
4. If ISBE informs BJ Wright of debts, a meeting with the responsible staff will convene, the matter will be brought before the Property Manager and Owner, and payment scheduled within the time frame set forth by the State Agency.

5. Other procedures that will be put in place so that no debts are incurred are:
   a. All staff involved with the SFSP will be trained on program requirements at the beginning of program operations and throughout the summer.
   b. The Site Manager will be responsible for ensuring that the program is operating according to guidelines.
   c. Sufficient meals will be ordered for the number of children participating in the program.
   d. All meals will be documented on the meal participation form at the point of service and meals will be eaten on site.
   e. All claims will be filed based on the number of meals served to children. Claims will be verified with meal with meal participation forms.
   f. Any disallowed meals will not be claimed for reimbursement.
   g. Meal service will be monitored by site manager to ensure compliance with regulations.

6. The implementation of the above procedures will occur if BJ Wright continues to be a sponsor in the SFSP program.

If you have any question, please contact me at (312) 422-7700 or [Redacted]

Very truly yours,

COMMUNITY HOUSING PARTNERS IV L.P.,
Owner of Barbara Jean Wright Court Apartments

By: Chicago Community Development Corporation,
General Partner

By: [Signature]
President

MAY 12 14 18:53 AM
From: HARPER RITA J
Sent: Monday, April 28, 2014 10:47 AM
To: 'Mercurius, Paulette'
Subject: RE: Barbara Jean Wright Courts request for removal from the State Agency List/Summer Food Service Program

Dial-In Number: 1-888-494-4032
Access Code (for all participants): 8604293041

Here is call in information. Give us a minute to call in before you call.

From: Mercurius, Paulette [mailto:Paulette.Mercurius@cityofchicago.org]
Sent: Monday, April 28, 2014 10:44 AM
To: HARPER RITA J; [REDACTED]
Subject: RE: Barbara Jean Wright Courts request for removal from the State Agency List/Summer Food Service Program

Looks like we should call you. Do you have a conference line? Mr. Klunk is not at my office.

pm

From: HARPER RITA J [mailto:RHARPER@isbe.net]
Sent: Monday, April 28, 2014 10:04 AM
To: Mercurius, Paulette; [REDACTED]
Subject: RE: Barbara Jean Wright Courts request for removal from the State Agency List/Summer Food Service Program

That works for us, do you want to call us or should we call you?

From: Mercurius, Paulette [mailto:Paulette.Mercurius@cityofchicago.org]
Sent: Monday, April 28, 2014 9:59 AM
To: HARPER RITA J; [REDACTED]
Cc: HALLER MARK R; BIANCO AMY
Subject: RE: Barbara Jean Wright Courts request for removal from the State Agency List/Summer Food Service Program

Would 10:45 am this morning work for everyone? This time is good for Mr. Klunk and Barbara Jean Court.

From: HARPER RITA J [mailto:RHARPER@isbe.net]
Sent: Thursday, April 24, 2014 2:41 PM
To: Mercurius, Paulette; [REDACTED]
Cc: HALLER MARK R; BIANCO AMY
Subject: Barbara Jean Wright Courts request for removal from the State Agency List/Summer Food Service Program

We would like to have a conference call with you to discuss the status of the removal of Barbara Jean Wright Courts from the State Agency Disqualified List. In addition, we would like to have a representative (such as an Executive Director) from Barbara Jean Wright Courts on the call also. Can you please provide some times that would be convenient for you and contact someone from Barbara Jean Wright Courts to determine their availability? Thank you.

Rita Harper, MBA
Illinois State Board of Education
Nutrition and Wellness Programs
800-545-7892 or 217-782-2491
Fax 217-524-6124
rharper@isbe.net

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.
Please let me know the current letter is Ok Need to report to the Alderman tomorrow Thanks

Bob Klunk
Yes we have received. Rita is at a training this week. She will respond early next week.

Thanks.

Mark

Mark Haller, SNS
Nutrition and Wellness Programs
Illinois State Board of Education
100 N. First Street
Springfield, IL 62777
(800) 545-7892 Illinois Only)
(217) 782-2491
(217) 524-6124 fax

-----Original Message-----
From: [Redacted]
Sent: Thursday, April 03, 2014 12:38 PM
To: HALLER MARK R; HARPER RITA J
Subject: Please let me know

Did you get new email
Got it returned from Rita
Please share with her
Thanks
Bob Klunk
Thank you!
Serious Deficiency: Failure to pay a SFSP Debt

The debt for $1977.00 was satisfied on September 27, 2013. The following steps will be taken to remove Barbara Jean Courts from the serious deficiency list:

1) Barbara Jean Courts, 1400 South Morgan, Chicago, IL 60608 will no longer be a sponsoring organization. The office of Alderman Danny Solis, 1800 South Loomis, Chicago, IL 60608 will in the future be the sponsoring organization or entity responsible for any future SFSP financial obligations.

2) Jesse Johnson and Tanya Harper, former administrators of Barbara Jean Courts have been separated from the program and will not be rehired.

3) Mr. Bob Klunk will assume the directorship of the program and will be responsible for the operation and/or managing the distribution of meals.

4) Any notification of SFSP debts will be sent directly to Mr. Bob Klunk, Office of Alderman Danny Solis, 1800 South Loomis, Chicago, IL 60608. The Office of Alderman Danny Solis will be responsible for the payment of all SFSP debts.

5) All debts will be paid according to the scheduled timelines set by ISBE and the SFSP program.

6) Mr. Klunk will attend all required trainings and the program will adhere to all policies and procedures with respect to payment of SFSP debts.

7) All documentation will be maintained as required at the office of Alderman Danny Solis, 1800 South Loomis, Chicago, IL 60608.

If you have any further questions or concerns, please contact me, Bob Klunk at----.
No money is involved in the program now
The reason this program got in trouble was that money was involved
The Chicago Department of Children & Youth Services oversees the program Now!
Being that money is longer involved the problem of taking funds from the program can never occur again
Please

Bob Klunk

On Mar 28, 2014, at 1:57 PM, HARPER RITA J <RHARPER@isbe.net> wrote:

Mr. Klunk,

I discussed your corrective action plan with our USDA Midwest Regional office. They have indicated that the plan you submitted was not adequate and provided the following rationale:

Section 225.11 of the SFSP regulations indicate the SA may approve the application of a sponsor which has been disapproved or terminated in prior years if the sponsor has taken appropriate corrective actions to prevent recurrence of the deficiencies. A corrective action plan (CAP) simply stating they (the Barbara Jean Wrights location) will become a site this year does not solve the operational/procedural problems that occurred previously which in this case was failing to repay the SA the debt that was originally owed. The CAP that is submitted should correct the previous problem from ever occurring again in the event they apply to be a sponsor in coming years.

In addition, the Regional Office also indicated that normally the CAP should be submitted by the individual who is requesting to be removed. Since you are submitting the CAP on their behalf please ensure that the responsible principals (the individuals you are requesting to be removed) have also signed the document which would essentially show that they acknowledge and agree to the CAP.

Rita Harper, MBA
Illinois State Board of Education
Nutrition and Wellness Programs

800-545-7892 or 217-782-2491

rharper@isbe.net

From: [Redacted]
Sent: Tuesday, March 25, 2014 5:59 PM
To: HALLER MARK R; HARPER RITA J
Subject: Please look at and advise thanks
Mr. Klunk,

I discussed your corrective action plan with our USDA Midwest Regional office. They have indicated that the plan you submitted was not adequate and provided the following rationale:

Section 225.11 of the SFSP regulations indicate the SA may approve the application of a sponsor which has been disapproved or terminated in prior years if the sponsor has taken appropriate corrective actions to prevent recurrence of the deficiencies. A corrective action plan (CAP) simply stating they (the Barbara Jean Wrights location) will become a site this year does not solve the operational/procedural problems that occurred previously which in this case was failing to repay the SA the debt that was originally owed. The CAP that is submitted should correct the previous problem from ever occurring again in the event they apply to be a sponsor in coming years.

In addition, the Regional Office also indicated that normally the CAP should be submitted by the individual who is requesting to be removed. Since you are submitting the CAP on their behalf please ensure that the responsible principals (the individuals you are requesting to be removed) have also signed the document which would essentially show that they acknowledge and agree to the CAP.

Rita Harper, MBA
Illinois State Board of Education
Nutrition and Wellness Programs
800-545-7892 or 217-782-2491
rharper@isbe.net
If it is what you want will send hard copy Need to make report to Alderman Thank you

Bob Klunk
From: [Redacted]
Sent: Tuesday, March 25, 2014 5:59 PM
To: HALLER MARK R; HARPER RITA J
Subject: Please look at and advise thanks
Attachments: Barb Jean Food Program.doc
Corrective Measures, Documentation and the Timetable for Implementation for the removal of Barbara Jean Courts from the Disqualified List to meet the USDA’s standards for acceptance.

Step 1:

1. Repayment of SFSP debt—this step is complete

Step 2:

1. The removal of Barbara Jean Courts from the placement on the Disqualified List and also the removal of the disqualified individuals: Jesse Johnson and Tonya Harper.

Step 3:

*A written Corrective Plan to insure that the serious deficiency that led to the placement on the disqualified list is fully and permanently corrected:*

The serious deficiencies in the past of a failure to pay for meals used for a community event will be fully and permanently corrected.

Meals are no longer used for any other purpose than to supply lunch to the children/youth of the Barbara Jean Courts Housing Development, located at 14th and Morgan in Chicago, Illinois. The children in this development who are able to receive the lunches are living there as low-income Section 8 residents.

The lunches are now supplied and paid for through the Chicago Department of Children and Youth Services.

No money or funds are received by Robert Klunk: Position: Program Director
Krytina Watkins Position: Manager

Robert Klunk is not authorized or allowed to use the Food Program Lunches for any other purpose than to feed the children of the participants eligible for the program. Documentation accrediting to the credibility of youth eligible for the program is kept by the manager, Krytina Watkins in a file cabinet in her office next to the distribution site.

The Lunch Program is now under the complete control of the Chicago Department of Children and Youth Services.

Robert Klunk only distributes the meals to those children who have been determined eligible to be in the program by the Chicago Department of Children and Youth Services. Actions have been established to ensure that each participant’s eligibility classification is accurately reported.
The management of the Barbara Jean Courts; has the names of the children eligible for the program in their office. The files are kept on site in the office next to where the meals are served. These names correspond to those at the Department of Children and Youth Services of Chicago.

Sharita Webb (Sharita.Webb@cityofchicago.org) from the Department of Children and Youth Services oversees the distribution of the lunches to Bob Klunk at the site. The corrective measure taken is that **no funds or money** is appropriated to Bob Klunk, Bob Klunk’s responsibility is to assure a clean and safe environment for the youth to receive their lunches. The owner of the Barbara Jean Homes, Tony Fosco has allowed the program a safe and clean space with two refrigerators and sufficient tables and chairs. He has also assisted with helping with the distribution of the lunches by paying four low-income teenagers from the community to help with the program.

All documentation for the amended Program’s rules and regulations will be kept in a file drawer on site and information concerning rules and regulations will be posted on the walls at the distribution site.
Mr. Klunk,

A review of the information provided in this email is not sufficient to meet USDA's standards for acceptable corrective action plans. Regardless of how you intend to run the program, USDA requires a corrective action plan that specifically addresses the serious deficiency that led to the placement on the Disqualified List. You were originally informed of this requirement via email on September 27, 2013, (copy attached). In addition, that email contained a copy of the Procedures for Early Removal from the State Disqualified List and provided USDA’s requirements for adequate corrective action plans.

Any institution that seeks early removal from the Disqualified List must complete several steps. The following is the status of Barbara Jean Courts request for removal from the Disqualified List:

1. Repayment of any outstanding SFSP debts—this step is complete
2. Documentation that the serious deficiency that led to the placement on the Disqualified List has been corrected—this step is complete (payment of the debt also satisfied this step)
3. A statement that specifically requests early removal from the Disqualified List for the institution and/or individuals—this step is complete if you only want to remove Barbara Jean Courts from the Disqualified List and not the disqualified individuals, Jesse Johnson and Tonya Harper. Please note, it appears that you intend to have a Jesse Johnson work as a volunteer in your SFSP program. If the Jesse Johnson that is volunteering with your program is the same Jesse Johnson that was disqualified with Barbara Jean Courts she will need to be removed from the Disqualified List in order work in any Child Nutrition Program including SFSP.
4. A written corrective action plan that states the processes and procedures implemented in order to ensure that the serious deficiency that led to the placement on the Disqualified List is fully and permanently corrected—this step needs to be complete, see additional information below

The serious deficiency that led to Barbara Jean Courts placement on the Disqualified List was the “failure to repay a SFSP debt”, therefore, the corrective action plan must indicate the actions taken to ensure that any debts related to the SFSP are paid by the required due dates. Please note: Your corrective action plan should start when notification of a debt has been received and continue until confirmation has been made that the debt has been paid in full. USDA has indicated that adequate corrective action plans must contain the following:

- What are the serious deficiencies and the procedures that will be implemented to address the serious deficiencies? Provide detailed step by step procedures. An explanation as to why the serious deficiencies occurred, stating that the serious deficiencies have been corrected, or a promise that the serious deficiencies will not occur in the future are NOT acceptable corrective action plans.
- Who will address the serious deficiencies? List personnel responsible for each of the tasks.
- When will the procedure for addressing the serious deficiencies be implemented? Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when will it begin?).
- Where and how will the corrective action plan documentation be retained?
- How will the staff and facilities be informed of the new policies and procedures (e.g., handbook, training, website, etc.)?
I have attached a file that contains an example USDA has provided of an adequate corrective action plan from an institution that was requesting early removal from the Disqualified List (although this is for the Child and Adult Care Food Program, the concept is the same). Hopefully this will assist you in developing your corrective action plan.

Rita Harper, MBA
Illinois State Board of Education
Nutrition and Wellness Programs
800-545-7892 or 217-782-2491
rharper@isbe.net

-----Original Message-----
From: [Redacted]
Sent: Wednesday, March 12, 2014 2:10 PM
To: HALLER MARK R
Subject: Re: Barb Jean Courts/ food program

Mark
Alderman asked me to see how things are going Please let me know Thanks

Bob Klunk

On Mar 5, 2014, at 4:34 PM, HALLER MARK R <MHALLER@isbe.net> wrote:

> Hello,
> 
> I am responding to let you know I received your email. I have forwarded to staff to review. It is important to remember that the removal process is highly prescriptive per USDA review. It is likely that staff will be asking for more detailed information based on their experience with USDA.
> 
> Mark
> 
> Mark Haller, SNS
> Nutrition and Wellness Programs
> Illinois State Board of Education
> 100 N. First Street
> Springfield, IL 62777
> (800) 545-7892 Illinois Only
> (217) 782-2491
> (217) 524-6124 fax
> 
> -----Original Message-----
> From: [Redacted]
> Sent: Wednesday, March 05, 2014 12:22 PM
> To: HALLER MARK R
> Subject: Barb Jean Courts/ food program
> 
> Hello

2
Am restating what I sent yesterday
Firstly the funds in the rears has been paid in full confirmed by your office Secondly I was told to mail a physical letter signed by the Alderman stating he is taking charge of execution of program and was confirmed by your office it was received Thirdly Sent names of individuals who will be assisting with execution of food distribution Have permission to use kitchen at site with 2 refrigerators and enough table & chairs What I do not think you guys realize The program is not like it was when the people who ran it before got money Today there are no funds to steal The program is set up now thru the city Department of Family Services They pay vendors and deliver lunches for my people to distribute to the kids They oversee that it is done right I just need you guys to tell them you got your money which you did Thank you Bob

Bob Klunk
Section E. Corrective Measures, Documentation and Timetable for Implementation

The following measures will be completed within 30 days of my institution’s receipt of this corrective action plan:

Measure No. 1: The serious deficiencies with the failure to correctly determine and accurately report participant eligibility will be fully and permanently corrected.

Identify the name(s) and position title(s) of the employee(s) who will be responsible for ensuring that the serious deficiency is fully and permanently corrected:

Name: _Dilcia Nomey_ Position Title: _Owner/Director_

Name: _Delores Money_ Position Title: _Secretary_

Describe in detail what procedures will be implemented to correct the serious deficiencies:

_Our procedures for determining participant eligibility were reviewed and corrected to ensure that all participants reported for free and reduced-price meal payments have income eligibility applications on file, and that these applications are properly classified. As part of this corrective action, procedures are in place for the use of income eligibility guidelines to determine whether each participant is eligible for free, reduced-price or paid meal reimbursement. Procedures are also in place for checking State information, i.e., TANF and Medicaid eligibility, for determining categorical eligibility for free meal reimbursement._

_I will review the applications and determine the appropriate classification. Ms. Money will double check my work to ensure that each application is correctly classified. This will be performed monthly as new applications are received and on an annual basis following the date of determination entered on the other applications. All participant eligibility applications will be considered current and valid until the last day of the month in which the form was approved one year earlier. Applications reporting zero income will be determined eligible for free meal payments for an entire year._

_Actions have been established to ensure that each participant’s eligibility classification is accurately reported to the State through monthly claims. I will prepare each monthly claim and Ms. Money will double check it to ensure that each participant’s eligibility classification is accurately reported. As part of this procedure, the eligibility application of each participant reported for free or reduced-price meal reimbursement will be_
check to see if it is current and complete, and if it has been correctly classified. Any participant without a current or complete application will be reported as paid. We will also review all policy updates received from the State to ensure that all changes in participant eligibility reported are implemented.

**When** will the procedures for addressing the serious deficiencies be implemented? Provide a timeline below for implementing the procedures (i.e., will the procedures be done daily, weekly, monthly, or annually, and when will they begin?):

The corrective actions were implemented on October 1, 2013. The procedures will be performed each month prior to preparing our claim for reimbursement. The determination of participants' eligibility will also be done on a monthly basis as new applications received, and on an annual basis following the date of determination entered on the other applications.

**Where** will the Corrective Action Plan documentation be retained? Please identify below:

The corrective action plan documentation will be maintained in the bottom drawer of the CACFP file cabinet, which is located in the Director's office.

**How** will the staff be informed of the new policies and procedures to address the serious deficiencies (e.g., Handbook, training, etc.)? Please describe below:

The institution's policies and procedures have been revised with the corrective actions identified above. The revisions to the institution's policies and procedures will be discussed during our November staff meeting. Part of new staff's training is reviewing the institution's policies and procedures.

**Additional supporting documentation** must be submitted for this measure. You will need to attach copies of the documentation to support the procedures that will be implemented to correct the serious deficiency. This may include copies of your menus for the current month.

*Attached is a copy of Part 3 of the institution's revised policies and procedures, which incorporates the actions outlined in this corrective action plan.*
Measure No. 2:  The serious deficiency with the **claiming of a significant number of meals not meeting program requirements (insufficient milk purchases)** will be fully and permanently corrected. Identify the name(s) and position title(s) of the employee(s) who will be responsible for ensuring that the serious deficiency is fully and permanently corrected:

Name:  **Dilcia Nomey** __________ Position Title: **Owner/Director**

Name:  **Delores Money** __________ Position Title: **Secretary**

Describe below what procedures will be implemented to correct the serious deficiency:

*We developed procedures to ensure that sufficient milk is purchased for each meal service as applicable. We are using a worksheet that will calculate the quantity of milk required for our anticipated meals. I will complete the worksheet and Ms. Money will double check the entries for accuracy.*

*We have also established procedures to secure and maintain proper documentation for our milk purchases by scanning the receipts into our computer and filing them on our computer where the other monthly documents are filed.*

**When** will the procedures for addressing the serious deficiency be implemented? Provide a timeline below for implementing the procedures (i.e., will the procedures be done daily, weekly, monthly, or annually, and when will they begin?):

*The corrective actions were implemented on October 1, 2013. The spreadsheet will be used on a weekly basis to project the quantity of milk needed for the week. Receipts will be scanned and filed on the computer as Program purchases are done.*

**Where** will the Corrective Action Plan documentation be retained? Please identify below:

*The corrective action plan documentation will be maintained in the bottom drawer of the CACFP file cabinet, which is located in the Director's office.*

**How** will the staff be informed of the new policies and procedures to address the serious deficiencies (e.g., Handbook, training, etc.)? Please describe below:
The institution's policies and procedures have been revised with the corrective actions identified above. The revisions to the institution's policies and procedures will be discussed during our November staff meeting. Part of new staff's training is reviewing the institution's policies and procedures.

Additional supporting documentation must be submitted for this measure. You will need to attach copies of the documentation to support the procedures that will be implemented to correct the serious deficiency. This may include copies of your menus for the current month.

Attached is the spreadsheet we developed and are using to estimate and track our milk purchases.
Mark
Alderman asked me to see how things are going Please let me know Thanks

Bob Klunk

On Mar 5, 2014, at 4:34 PM, HALLER MARK R <MHALLER@isbe.net> wrote:

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> Mark Haller, SNS
> Nutrition and Wellness Programs
> Illinois State Board of Education
> 100 N. First Street
> Springfield, IL 62777
> (800) 545-7892 Illinois Only)
> (217) 782-2491
> (217) 524-6124 fax
> 
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> From:
> Sent: Wednesday, March 05, 2014 12:22 PM
> To: HALLER MARK R
> Subject: Barb Jean Courts/ food program
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the kids They oversee that it is done right I just need you guys to tell them you got your money which you did Thank you
Bob
>
>
>
> Bob Klunk

>
Mark
I also want you to know:
I had the food program up and running for app. 4 weeks last summer With approval from Department of Children and Youth Services of Chicago with their oversite The only reason it was stopped was because of the debt which I did not know about and took care of this year Thank you Double checked with Beth Minder today and she told me the money owed was received ( a while back, her words)

Bob Klunk

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> >

> Bob Klunk

> [redacted]
Thanks
Please keep me posted as to what if anything more needs to be done in order to get lunches to the less fortunate kids at Barb Jean Courts this coming summer

Bob Klunk

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Bob Klunk
See below. If you have any questions, please contact Rita Harper at 800/545-7892 or 217/782-2491.

Amy Bianco
Principal Consultant – SFSP
Nutrition and Wellness Programs
Illinois State Board of Education
Phone: 800/545-7892 or 217/782-2491
Fax: 217/524-6124

We were experiencing troubles with your email address; I am resending the message below as it came back as undeliverable.

Amy Bianco
Principal Consultant – SFSP
Nutrition and Wellness Programs
Illinois State Board of Education
Phone: 800/545-7892 or 217/782-2491
Fax: 217/524-6124
Cc: HALLER MARK R; BIANCO AMY  
Subject: Request for removal from the Disqualified List--Barbara Jean Courts 15-016-947P-00

Mr. Klunk,

I was able to review your request for removal from the Disqualified List for Barbara Jean Courts (15-016-947P-00). A review of your request indicates that it does not meet USDA guidelines regarding acceptable corrective action plans so at this time we are not able to recommend your removal from the Disqualified List. You may submit a revised request. If you do submit a revised request please consider the USDA guidelines regarding acceptable corrective action plans (see below).

You must submit a detailed corrective action plan that states the actions taken to fully and permanently correct the serious deficiency. The serious deficiency that led to Barbara Jean Wrights placement on the Disqualified List was their failure to repay their SFSP debt. Your corrective action plan must indicate the actions taken to ensure that any debts related to the SFSP are paid by the required due dates. Please note: Your corrective action plan should start when notification of a debt has been received and continue until confirmation has been made that the debt has been paid in full.

- What are the serious deficiencies and the procedures that will be implemented to address the serious deficiencies? Provide detailed step by step procedures. An explanation as to why the serious deficiencies occurred, stating that the serious deficiencies have been corrected, or a promise that the serious deficiencies will not occur in the future are NOT acceptable corrective action plans.

- Who will address the serious deficiencies? List personnel responsible for each of the tasks.

- When will the procedure for addressing the serious deficiencies be implemented? Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when will it begin?).

- Where and how will the corrective action plan documentation be retained?

- How will the staff and facilities be informed of the new policies and procedures (e.g.,

Please email if you have any questions. I will be out of this office later this morning and will return March 11, 2013.

Rita Harper, MBA  
Illinois State Board of Education  
Nutrition and Wellness Programs  
800-545-7892 or 217-782-2491  
rharper@isbe.net
I guess I'm not clear on what you want.
You are aware the debt was paid by the Alderman.
I sent you a physical letter stating the residents who will be assisting me with the program with the Alderman's signature.
I have received permission from the management at Barb Jean for the use of their space with tables, chairs, and two refrigerators.
Sharita from Chicago Family Services has approved space.
Also, the way the program is set up now no $ changes hands. Dept of Family Services delivers the lunches.
So no funds can be taken because there are none.
It is my understanding the program was set up differently and the people who ran it where paying vendors which they did not do that is why the Alderman paid the outstanding debt.

PLEASE what else do you need to know?

Bob Klunk

---

On Mar 4, 2014, at 10:33 AM, HARPER RITA J <RHARPER@isbe.net> wrote:

Mr. Klunk’s email came back as undeliverable so I am trying this email address as an alternative.

---

From: HARPER RITA J
Sent: Tuesday, March 04, 2014 9:47 AM
To: [redacted]
Cc: HALLER MARK R; BIANCO AMY
Subject: Request for removal from the Disqualified List--Barbara Jean Courts 15-016-947P-00

Mr. Klunk,

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Rita Harper, MBA
Illinois State Board of Education
Nutrition and Wellness Programs

800-545-7892 or 217-782-2491

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Illinois State Board of Education
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Rita Harper, MBA
Illinois State Board of Education
Nutrition and Wellness Programs
800-545-7892 or 217-782-2491
rharper@isbe.net
My apologies, I meant if you heard anything from Rita Harper in our office. She should send something to you letting you know that your request to be removed from the Serious Deficient (SD) list has been reviewed and accepted. If you have not heard from her, then you are still on the SD list and would not be able to participate this summer. If you have any questions, please let me know. thanks!!

Amy Bianco
Principal Consultant – SFSP
Nutrition and Wellness Programs
Illinois State Board of Education
Phone: 800/545-7892 or 217/782-2491
Fax: 217/524-6124

Have contacted Sharita Webb and she said when she got forms she would send them. Also asked her to let me know when classes are.
thank you

-----Original Message-----
From: BIANCO AMY <ABIANCO@isbe.net>
To: 
Sent: Thu, Feb 20, 2014 12:44 pm
Subject: RE: Barbara Jean Wright (15-016-947P-00) SFSP

Hi! Just a follow-up on my end; have you heard anything yet? Remember, someone operating the program will need to attend a sfsp training. Go to this link and scroll down and click on “Workshop Information”. If you have any questions, please let me know. thanks!!
http://www.isbe.net/nutrition/htmls/summer.htm
see below; The debt for summer food has been paid, but you are still not off of the Serious Deficient list (see highlighted area below). If you have any questions, please let us know. This process will take some time so please do not wait until the last minute or I’m afraid they won’t be able to participate in summer 2014. Thanks!

Amy Bianco
Principal Consultant – SFSP
Nutrition and Wellness Programs
Illinois State Board of Education
Phone: 800/545-7892 or 217/782-2491
Fax: 217/524-6124

From: HARPER RITA J
Sent: Friday, September 27, 2013 9:19 AM
To: [REDACTED]
Cc: MINDER ELIZABETH A; BIANCO AMY
Subject: Barbara Jean Wright (15-016-947P-00) SFSP

Mr. Klunk,

As discussed on our phone call this morning, I am providing you with information regarding debt repayment for Barbara Jean Wright (15-016-947P-00), the procedures for requesting removal from the State Agency Disqualified List, and information regarding the Summer Food Service Program.

Beth Minder in our Funding & Disbursements Division has indicated that $1,977.00 is the amount of the debt. She is requesting that you send a cashier’s check to our office for the total amount owed. Please submit your check payable to the Illinois State Board of Education, Funding and Disbursements Division (E320), Springfield, IL 62777. Please indicate on your check that it is for Barbara Jean Wright and include their agreement number on the check. Their agreement number is 15-016-947P-00. Any questions regarding the debt can be directed to Beth Minder.

In order to be eligible to participate in the SFSP, Barbara Jean Wright must submit a request for removal from the State Agency Disqualified List and provide a corrective action plan that ensures the serious deficiency is fully and permanently corrected. I have attached a copy of the procedures for requesting early removal from the State Agency Disqualified List. You can submit that request via email (to me), fax (217-524-6124), or regular mail to the Illinois State Board of Education, Nutrition and Wellness Program (W270), Springfield, IL 62777. Any questions regarding removal from the State Agency Disqualified List can be directed to me (Rita Harper).

Information regarding the Summer Food Service Program can be accessed on the Nutrition and Wellness Program website at the following link: http://www.isbe.net/nutrition/htmlis/summer.htm Any questions regarding applying for the Summer Food Service Program can be directed to Amy Bianco.

Please let me know if you have any further questions.
Yes, it has been routed to Rita who works with those on the Serious Deficient List. If you have any additional questions, please let me know.

Thanks!!

Amy Bianco
Principal Consultant – SFSP
Nutrition and Wellness Programs
Illinois State Board of Education
Phone: 800/545-7892 or 217/782-2491
Fax: 217/524-6124

On Jan 13, 2014, at 12:18 PM, BIANCO AMY <ABIANCO@isbe.net> wrote:

Great talking to you again; I appreciate you going through the process to come off of the Serious Deficient list. The sponsor you will to contact is the Department of Family and Support Services in the City of Chicago. Their contact information is as follows:

Sharita Webb
312/743-0258
Sharita.Webb@cityofchicago.org
If you have any additional questions, please let me know. THANKS again!!

Amy Bianco
Principal Consultant – SFSP
Nutrition and Wellness Programs
Illinois State Board of Education
Phone: 800/545-7892 or 217/782-2491
Fax: 217/524-6124
Ok, I will keep an eye out for it. Thanks!

Amy Bianco
Principal Consultant – SFSP
Nutrition and Wellness Programs
Illinois State Board of Education
Phone: 800/545-7892 or 217/782-2491
Fax: 217/524-6124

Will send in letter by mail
Thanks and Happy New Year!

Bob Klunk

On Jan 2, 2014, at 11:10 AM, BIANCO AMY  wrote:

You may fax a letter in, but you will also need to send it in the mail as well
because we need an original signature:

Thanks!

Amy Bianco
Principal Consultant – SFSP
From: [Redacted]
Sent: Thursday, January 02, 2014 10:49 AM
To: BIANCO AMY
Subject: Re: Barbara Jean Wright (15-016-947P-00) SFSP

Faxed you letter

Will that suffice?

Bob Klunk

On Dec 19, 2013, at 3:04 PM, BIANCO AMY <ABIANCO@isbe.net> wrote:

see below; The debt for summer food has been paid, but you are still not off of the Serious Deficient list (see highlighted area below). If you have any questions, please let us know. This process will take some time so please do not wait until the last minute or I'm afraid they won't be able to participate in summer 2014. Thanks!

Amy Bianco
Principal Consultant – SFSP
Mr. Klunk,

As discussed on our phone call this morning, I am providing you with information regarding debt repayment for Barbara Jean Wright (15-016-947P-00), the procedures for requesting removal from the State Agency Disqualified List, and information regarding the Summer Food Service Program.

Beth Minder in our Funding & Disbursements Division has indicated that $1,977.00 is the amount of the debt. She is requesting that you send a cashier’s check to our office for the total amount owed. Please submit your check payable to the Illinois State Board of Education, Funding and Disbursements Division (E320), Springfield, IL 62777. Please indicate on your check that it is for Barbara Jean Wright and include their agreement number on the check. Their agreement number is 15-016-947P-00. Any questions regarding the debt can be directed to Beth Minder.

In order to be eligible to participate in the SFSP, Barbara Jean Wright must submit a request for removal from the State Agency Disqualified List and provide a corrective action plan that ensures the serious deficiency is fully and permanently corrected. I have attached a copy of the procedures for requesting early removal from the State Agency Disqualified List. You can submit that request via email (to me), fax (217-524-6124), or regular mail to the Illinois State Board of Education, Nutrition and Wellness Program (W270), Springfield, IL 62777. Any questions regarding removal from the State Agency Disqualified List can be directed to me (Rita Harper).
Information regarding the Summer Food Service Program can be accessed on the Nutrition and Wellness Program website at the following link: http://www.isbe.net/nutrition/htmls/summer.htm. Any questions regarding applying for the Summer Food Service Program can be directed to Amy Bianco.

Please let me know if you have any further questions.

Rita Harper, MBA
Illinois State Board of Education
Nutrition and Wellness Programs
800-545-7892 or 217-782-2491
rharper@isbe.net

<Procedures for removal from SA Disqualified List SFSP 11-14-12.doc>
Ms. Rita Harper  
Illinois State Board of Education Funding & Disbursements  
100 North First St.  
Springfield Illinois 62777

Dear Ms. Harper,

I am writing to respectfully request early removal from the disqualified list for Barbara Jean Courts. This low income housing development is located in the 25th Ward. I made arrangements to have the funds sent to the State which were then absconded. The individuals whom I represent who managed the program in the past are no longer involved in the program.

I have put Bob Klunk from my office in charge of the current reapplication of the program. He will be working with the management company for the property and the Tenant Advisory Council to implement the transition to a well organized and transparent Food Program. There are 150 kids who live in this community who would be recipients of this worthwhile lunch program for the summer of 2014.

Mr. Bob Klunk has made arrangements with the management to have space provided in the community room which is equipped with two refrigerators, tables and chairs. He has also recruited four community mothers to be on site for distribution and management of the program. Under his supervision will be the volunteers to assist with the program; Jesse Johnson, Kristina Watkins, Tatiana Williams and Constance Johnson.

I look forward to a safe and happy summer for the youth of the 25th Ward. Thank you for your attention to this matter.

Sincerely,

Daniel S. Solis  
Alderman, 25th Ward
Mr. Klunk,

As discussed on our phone call this morning, I am providing you with information regarding debt repayment for Barbara Jean Wright (15-016-947P-00), the procedures for requesting removal from the State Agency Disqualified List, and information regarding the Summer Food Service Program.

Beth Minder in our Funding & Disbursements Division has indicated that $1,977.00 is the amount of the debt. She is requesting that you send a cashier’s check to our office for the total amount owed. Please submit your check payable to the Illinois State Board of Education, Funding and Disbursements Division (E320), Springfield, IL 62777. Please indicate on your check that it is for Barbara Jean Wright and include their agreement number on the check. Their agreement number is 15-016-947P-00. Any questions regarding the debt can be directed to Beth Minder.

In order to be eligible to participate in the SFSP, Barbara Jean Wright must submit a request for removal from the State Agency Disqualified List and provide a corrective action plan that ensures the serious deficiency is fully and permanently corrected. I have attached a copy of the procedures for requesting early removal from the State Agency Disqualified List. You can submit that request via email (to me), fax (217-524-6124), or regular mail to the Illinois State Board of Education, Nutrition and Wellness Program (W270), Springfield, IL 62777. Any questions regarding removal from the State Agency Disqualified List can be directed to me (Rita Harper).

Information regarding the Summer Food Service Program can be accessed on the Nutrition and Wellness Program website at the following link: http://www.isbe.net/nutrition/htmls/summer.htm. Any questions regarding applying for the Summer Food Service Program can be directed to Amy Bianco.

Please let me know if you have any further questions.

Rita Harper, MBA
Illinois State Board of Education
Nutrition and Wellness Programs
800-545-7892 or 217-782-2491
rharper@isbe.net
ILLINOIS STATE BOARD OF EDUCATION
NUTRITION AND WELLNESS PROGRAMS
PROCEDURE FOR EARLY REMOVAL FROM
THE STATE DISQUALIFIED LIST FOR
INSTITUTIONS AND/OR INDIVIDUALS

The following procedures will be used when an institution and/or individual(s) on the State Disqualified List (SDL) inquires about early removal from the SDL:

1. Any Child Nutrition Program debt must be paid back via a cashier’s check before submitting a request for removal from the SDL. Payments must be sent to: Illinois State Board of Education, Funding and Disbursements (E320), 100 North First Street, Springfield, Illinois 62777. Please indicate with your payment that you are repaying a debt on the SDL.

2. The request for removal from the SDL must be submitted in writing and sent to: Illinois State Board of Education, Nutrition and Wellness Programs (W270), 100 North First Street, Springfield, Illinois 62777. The request must include:

   a. A statement that clearly indicates whether the request is for removal of the institution only, the institution and all responsible individuals, or some or all of the responsible individuals but not the institution. Only the institution and/or individual(s) specifically listed in the request will be considered for removal.

   b. A detailed corrective action plan that states the actions taken to fully and permanently correct the serious deficiencies. Organize your corrective action plan by listing the serious deficiency and then providing the corresponding corrective action plan. Any attachments must be labeled with the corresponding serious deficiency. The corrective action plan must include the following:

      • What are the serious deficiencies and the procedures that will be implemented to address the serious deficiencies? Provide detailed step by step procedures. An explanation as to why the serious deficiencies occurred, stating that the serious deficiencies have been corrected, or a promise that the serious deficiencies will not occur in the future are NOT acceptable corrective action plans.

      • Who will address the serious deficiencies? List personnel responsible for each of the tasks including personnel responsible for completing a double check for each task. Include detailed step by step procedures that have been put into place to ensure that the responsible principals and/or individuals are adhering to Summer Food Service Program (SFSP) regulations and the stated corrective action plan and what will happen to the responsible principals and/or individuals if the serious deficiency occurs again or if the corrective action plan is not followed.

      • When will the procedure for addressing the serious deficiencies be implemented? Provide a timeline for implementing the procedure (i.e., will the procedure be done daily, weekly, monthly, or annually, and when will it begin?). Also include timelines for each of the steps in the corrective action plan.

      • Where and how will the corrective action plan documentation be retained?
• How will the staff and facilities be informed of the new policies and procedures (e.g., handbook, training, website, etc.)?

c. If the serious deficiencies were not identified during a review or audit, documentation that the serious deficiencies have been fully and permanently corrected. Some examples (not an all-inclusive list) of these types of serious deficiencies would be the failure to repay a SFSP debt, failure to respond to a SFSP review report, or failure to submit an A-133 audit. For those serious deficiencies identified during a review or audit an unannounced site visit may be conducted after an acceptable corrective action plan is submitted to determine if the serious deficiencies have been fully and permanently corrected and the institution is implementing the corrective action plan.

3. Nutrition and Wellness Programs will review the request and determine if the documentation (if applicable) and corrective action plan are adequate. If the documentation and corrective action plan are adequate an unannounced site visit may be conducted to determine if the serious deficiencies have been fully and permanently corrected and the institution is implementing the corrective action plan.

4. If Nutrition and Wellness Programs denies the request, the institution and/or individual(s) will be notified in writing of the decision. There is no opportunity to appeal the denial decision. Please retain a copy of your submission. If your request is denied you may make revisions to your submission and re-submit in its entirety.

5. If Nutrition and Wellness Programs agrees the institution and/or individual(s) should be removed from the SDL, the institution and/or individual(s) will be notified in writing of the decision including the date the institution and/or individual(s) were removed from the SDL.

6. Institutions removed from the SDL must complete all SFSP application requirements before being approved to participate in the SFSP.

Revised November 2012
Per our phone call this morning, you stated that you talked to someone last year (during the winter months) about what steps were necessary to be done in order for Barbara Jean Wright Apts to participate in the sfsp program this year as they were terminated in November 2010 and put on the Serious Deficient (SD) Listing. It is my understanding that Alderman Solis will be in charge of the apts this year and would really like to be able to participate in the summer program as there is a great need in the community.

There is an overpayment that needs to be repaid and then a corrective action plan to Rita Harper would also be necessary. Please feel free to call (800/545-7892) and talk to Rita anytime (this Wednesday morning was mentioned; 4/24/13) concerning this matter. She will be able to give you the steps necessary to remove Barbara Jean Wright Apts off of the SD list for 2013 in order for them to be a site or sponsor this summer.

If you have any questions, please let us know. thanks!

Amy Bianco
Principal Consultant
800/545-7892

Amy Bianco
Principal Consultant – SFSP
Nutrition and Wellness Programs
Phone: 800/545-7892 or 217/782-2491
Fax: 217/524-6124
Hi Bob,

I’ve tried a couple of times to call you and am getting a busy signal. I didn’t know if you were on the phone or not, so I’ll called the Ward office and they gave me your email address. I am in the office today until 4:30pm and will be heading out of the office today for lunch at 12:30 - 1:30. Look forward to talking to you.

Thanks!

Amy Bianco
Principal Consultant – SFSP
Nutrition and Wellness Programs
Phone: 800/545-7892 or 217/782-2491
Fax: 217/524-6124
November 10, 2010

CERTIFIED LETTER
NOTICE OF TERMINATION AND DISQUALIFICATIONS

Tonya Harper
Jessie Johnson
Barbara Jean Wright Resident
Management Organization
1350 S. Morgan St.
Chicago, IL 60608

Agreement No.
15-016-947P-00

Dear Ms. Harper and Ms. Johnson:

This letter concerns our October 20, 2010, Serious Deficiency Notice in which this agency determined that Barbara Jean Wright Resident Management Organization is seriously deficient in its operation of the Summer Food Service Program (SFSP).

STATUS OF SERIOUS DEFICIENCY

You were notified in the October 20, 2010, Serious Deficiency Notice that you were required to submit a cashier's check in the amount of $1,977.00 for the overpayment of SFSP funds within 15 days of receipt of the Serious Deficiency Notice. The United States Postal Service records indicate that you received the Serious Deficiency Notice on October 22, 2010. This means that you were required to submit payment by November 8, 2010. As of the date of this letter payment has not been made.

TERMINATION AND DISQUALIFICATIONS

Federal regulations [7 CFR 225.11(c)] require this agency to terminate a sponsor's SFSP agreement when a sponsor has been determined to be seriously deficient and has not corrected the serious deficiency. This agency has determined that Barbara Jean Wright Resident Management Organization did not correct the serious deficiency since a cashier's check was not submitted for the SFSP overpayment as required in the Serious Deficiency Notice. As a result, this agency is taking the following actions:

- Terminating Barbara Jean Wright Resident Management Organization's agreement to participate in the SFSP effective November 9, 2010,

- Disqualifying Barbara Jean Wright Resident Management Organization from future participation in Child Nutrition Programs effective November 9, 2010,
• Disqualifying Tonya Harper and Jessie Johnson from future participation in Child Nutrition Programs effective November 9, 2010.

Upon disqualification, Barbara Jean Wright Resident Management Organization, Tonya Harper, and Jessie Johnson will be placed on the State Agency Disqualified List. While on the list, Barbara Jean Wright Resident Management Organization, Tonya Harper, and Jessie Johnson cannot participate in any Child Nutrition Program until the serious deficiency has been corrected to the satisfaction of the state agency.

APPEAL OF TERMINATION

Barbara Jean Wright Resident Management Organization may appeal the termination of its agreement. A copy of the appeal procedures is enclosed. If you decide to appeal the proposed actions, make sure to follow the appeal procedures exactly because the failure to do so could result in the denial of the request for an appeal.

If you have any questions please contact Rita Harper at 800-545-7892 or rharper@isbe.net.

Sincerely,

Christine Schmitt
Division Administrator
Nutrition Programs

cc: Beth Burkhalter, ISBE
    Rita Harper, ISBE
    Sandra Lehner, USDA
Illinois State Board of Education  
Nutrition Programs  
Appeal Procedures  
Summer Food Service Program

You have the right to a hearing to appeal the administrative action cited in our letter. If you wish to exercise your right to a fair hearing, you must make a formal request.

- Mail your request to Nutrition Programs, Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777 within ten (10) calendar days from the receipt of the notice of action. The State Superintendent or his designee will act as the review official and acknowledge the receipt of the request for appeal within ten (10) calendar days. The review official will be an independent and impartial officer other than, and not accountable to, any person authorized to make decisions that are subject to appeal.

- You may refute the charges contained in the notice of action in person and by written documentation to the review official. In order to be considered, written documentation must be filed with the review official not later than seven (7) calendar days after submitting the appeal.

- You are allowed the opportunity to review any information upon which the action was based.

- You are allowed to refute the charges contained in the notice of action either in person or by filing written documentation with the review official. To be considered, written documentation must be submitted within (7) seven days of submitting the appeal, must clearly identify the State Agency action being appealed, and must include a photocopy of the notice of action issued by the State Agency.

- A hearing will be held by the review official in addition to, or in lieu of, a review of written information submitted only if you so specify in the letter appealing the action. You may retain legal counsel or may be represented by another person. Failure of your representative to appear at a scheduled hearing shall constitute your waiver of the right to a personal appearance before the review official, unless the review official agrees to reschedule the hearing. A representative of the State Agency shall be allowed to attend the hearing to respond to your testimony and written information and to answer questions from the review official.

- If you have requested a hearing, you shall be provided with at least five (5) days advance written notice, sent by certified mail, return receipt requested, of the time and place of the hearing.

- The hearing will be held within fourteen (14) days of the date of the receipt of the request for review, but, where applicable, not before written documentation is received.

- The review official will be independent of the original decision-making process.
• The review official will make a determination based on information provided by you and the State agency, and, on Program regulations, 7CFR 225.13.

• Within five (5) working days after the hearing, or within five (5) working days after receipt of written documentation if no hearing is held, the reviewing official will make a determination based on a full review of the administrative record and inform you of the determination of the review by certified mail, return receipt requested.

• The State Agency's action will remain in effect during the appeal process. However, participating sponsors and sites may continue to operate the Program during an appeal of termination, and if the appeal results in overturning the State Agency's decision, reimbursement shall be paid for meals served during the appeal process. However, such continued Program operation shall not be allowed if the State Agency's action is based on imminent dangers to the health or welfare of children. If the sponsor or site has been terminated for this reason, the State Agency shall so specify in its notice of action.

• The determination by the State review official is the final administrative determination to be afforded to you.
October 20, 2010

CERTIFIED LETTER
SERIOUS DEFICIENCY NOTIFICATION

Tonya Harper
Jessie Johnson
Barbara Jean Wright Resident Management Organization
1350 S. Morgan St.  
Chicago, IL 60608

Dear Ms. Harper and Ms. Johnson:

This letter concerns Fiscal Year (FY) 2009 Summer Food Service Program (SFSP) overpayments for Barbara Jean Wright Resident Management Organization.

SERIOUS DEFICIENCY DETERMINATION

Based on SFSP overpayments not repaid, this agency has determined that Barbara Jean Wright Resident Management Organization is seriously deficient in its operation of the SFSP. In addition, we have identified Tonya Harper and Jessie Johnson as responsible for the serious deficiency in light of their responsibility for the overall management of Barbara Jean Wright Resident Management Organization's operations.

If Barbara Jean Wright Resident Management Organization does not fully and permanently correct the serious deficiency and submit payment by the due date, we will:

- Terminate Barbara Jean Wright Resident Management Organization's agreement to participate in the SFSP,
- Disqualify Barbara Jean Wright Resident Management Organization from future participation in Child Nutrition Programs, and
- Disqualify Tonya Harper and Jessie Johnson from future participation in Child Nutrition Programs.

If disqualified, Barbara Jean Wright Resident Management Organization, Tonya Harper, and Jessie Johnson will be placed on the State Agency Disqualified List. While on the list, Barbara Jean Wright Resident Management Organization will not be able to participate in any Child Nutrition Program as an institution or facility. Tonya Harper and Jessie Johnson will not be able to serve as a principal in any institution or facility or as a
day care home provider in any Child Nutrition Program. Barbara Jean Wright Resident Management Organization, Tonya Harper, and Jessie Johnson will remain on the list until Barbara Jean Wright Resident Management Organization, Tonya Harper, and Jessie Johnson demonstrate to the satisfaction of this agency that they have taken appropriate actions to correct the serious deficiency and to prevent recurrence of the serious deficiency.

These actions are being taken pursuant to federal SFSP regulations 7 CFR 225.11(c).

SERIOUS DEFICIENCY

We have determined that Barbara Jean Wright Resident Management Organization is seriously deficient in the operation of SFSP in the following area:

Failure to repay SFSP overpayments: 7 CFR 225.11(c)
On May 5, 2010, June 9, 2010, and September 14, 2010, you were notified that you owed $1,977.00 for the overpayment of SFSP funds. As of the date of this letter, payment has not been received.

REQUIRED CORRECTIVE ACTION

You must submit a cashier's check for the total above payable to the Illinois State Board of Education, Funding & Disbursements Division (E320). The check must be for the exact amount owed or it will be returned to you. Enclose a copy of this letter with your remittance. Your check must be received by this agency and not just postmarked within 15 days of receipt of this letter.

SUMMARY

We have determined that Barbara Jean Wright Resident Management Organization is seriously deficient in its operation of the SFSP and that Tonya Harper and Jessie Johnson are responsible for the serious deficiency.

You must submit payment by the due date specified in the Required Corrective Action section. The payment must be received and not just postmarked by the due date. If we receive your payment by the due date and determine that it fully and permanently corrects the serious deficiency, we will rescind the serious deficiency status.

If we do not receive your payment by the due date, or if we determine that the actions taken do not fully and permanently correct the serious deficiency, we will terminate Barbara Jean Wright Resident Management Organization’s SFSP agreement and will disqualify Barbara Jean Wright Resident Management Organization, Tonya Harper, and Jessie Johnson.

You may not appeal the serious deficiency determination. However, if we terminate Barbara Jean Wright Resident Management Organization’s agreement and disqualify Barbara Jean Wright Resident Management Organization, Tonya Harper, and Jessie
Johnson, you will be able to appeal those actions and you will be advised of your appeal rights and the appeal procedures at that time.

If you have any questions regarding the amount of money owed, please contact Beth Burkhalter at 217-782-5256. If you have any questions regarding the serious deficiency process, please contact Rita Harper at 800-545-7892 or rharper@isbe.net.

Sincerely,

Christine Schmitt
Division Administrator
Nutrition Programs

cc: Beth Burkhalter, ISBE
    Rita Harper, ISBE
    Sandra Lehner, USDA
September 14, 2010

Ms. Tonya Harper
Barbara Jean Wright Res. Mgt. Org.
1350 S. Morgan Street
Chicago, IL 60608-1688

Agreement # 14-016-947P-00

Dear Ms. Harper:

A review of the records maintained by the Funding & Disbursement Services Division regarding your Fiscal Year 2009 Summer Food Service Program (SFSP) reveals the following overpayments:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Reimbursement</td>
<td>$1,819.47</td>
</tr>
<tr>
<td>Administrative Reimbursement</td>
<td>157.53</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,977.00</strong></td>
</tr>
</tbody>
</table>

Although you are no longer approved to participate in the SFSP, you must repay the debt listed above. **Failure to repay these funds may result in this debt being forwarded to the appropriate State agency for collections.** In addition, future participation in any Child Nutrition Program may be denied until repayment of these funds has occurred.

Please send a certified check or money order, for the total above, within 30 days payable to the Illinois State Board of Education, Funding & Disbursement Services Division (E320). Enclose a copy of this letter with your remittance.

If you have any questions, please contact Beth Burkhalter or Dara Strode at 217-782-5256.

Sincerely,

[Signature]

Tim Imler
Division Administrator
Funding & Disbursement Services

cc: file
June 29, 2010

Agreement No.
14-016-947P-00

Tonya Harper
Barbara Jean Wright Resident
Management Organization
1350 South Morgan Street
Chicago, Illinois  60608-1688

Dear Ms. Harper:

We have received and reviewed your corrective action plan for the Summer Food Service Program administrative review conducted on December 24, 2009 by Louis Berkman.

The corrective action plan was found to be adequate and is now closed.

If you have any questions, please contact Louis Berkman at 800/545-7892.

Sincerely,

Christine Schmitt
Division Administrator
Nutrition Programs

cc: Louis Berkman
June 9, 2010

Ms. Tonya Harper
Barbara Jean Wright Res. Mgt. Org.
1350 S. Morgan Street
Chicago, IL  60608-1688

Agreement #14-016-947P-00

Dear Ms. Harper:

A review of the records maintained by the Funding & Disbursement Services Division regarding your FY 2009 Summer Food Service Program reveals the following overpayment:

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</tr>
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<td>$ 157.53</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,977.00</td>
</tr>
</tbody>
</table>

We are requesting that you send a check for the total above within 30 days payable to the Illinois State Board of Education, Funding & Disbursements Division (E320). Enclose a copy of this letter with your remittance.

Failure to repay these funds may result in the transmittal of this overpayment to the appropriate state authority for recovery. In addition, future participation in any Child Nutrition Program may be denied until repayment of these funds has occurred.

If you have any questions, please contact Beth Burkhalter or Dara Strode at 217-782-5256.

Sincerely,

Tim Imler
Division Administrator
Funding & Disbursement Services

cc:  file
May 20, 2010

Agreement No.
14-016-947P-00

Tonya Harper
Barbara Jean Wright Resident
   Management Organization
1350 South Morgan Street
Chicago, Illinois 60608-1688

Dear Ms. Harper:

In reviewing our records, we find that you have not responded to the correspondence dated April 28, 2010 regarding the necessary corrective action as cited on the report for the Summer Food Service Program administrative review conducted on December 24, 2009 and sent to you on January 25, 2010. The response and corrective action plan which you submitted has been reviewed by our staff and found to be complete with the exception of the following:

**Expenditures**

Invoices/receipts indicate an inadequate amount of milk and meals were purchased for the number of meals claimed for reimbursement. Milk and meals must be purchased in sufficient quantities to serve all children claimed for reimbursement.

This paragraph was not responded to in the original corrective action plan. Please include a response to this.

Per program regulations, you are required to submit a written corrective action plan for each identified problem.
Please address a written corrective action to be received in this office by **June 4, 2010** stating the corrective actions taken. This response must detail specific actions taken or to be implemented to correct the problems identified and signed by the appropriate sponsor representative. If the corrective action plan is not received within this timeframe, Barbara Jean Wright Resident Management Organization will be declared seriously deficient in the operation of the Summer Food Service Program and may risk termination from the program.

If you have any questions, please contact Louis Berkman at 800/545-7892.

Sincerely,

Christine Schmitt  
Division Administrator  
Nutrition Programs

cc: Louis Berkman
May 5, 2010

Tonya Harper
Barbara Jean Wright Resident Management Organization
1350 S Morgan St
Chicago, IL 60608-1688

Agreement Number: 14-016-947P-00

Dear Tonya Harper:

A review of the records maintained by the Funding and Disbursement Services Division regarding your Fiscal Year 2009 Summer Food Service Food Program reimbursement reveals the following overpayments:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Reimbursement</td>
<td>$1,819.47</td>
</tr>
<tr>
<td>Administrative Reimbursement</td>
<td>$157.53</td>
</tr>
</tbody>
</table>

TOTAL $1,977.00

We are requesting that you send a check, for the total above, within 30 days payable to the Illinois State Board of Education, Funding and Disbursements Services Division (E320). Enclose a copy of this letter with your remittance.

Failure to repay these funds may result in this debt being forwarded to the appropriate State agency for collections.

If there are any questions, please communicate with Funding and Disbursement Services Division Personnel (telephone: 217/782-5256).

Sincerely,

Tim Imler
Division Administrator
Funding and Disbursement Services

cc: file
April 28, 2010

Agreement No.
14-016-947P-00

Tonya Harper
Barbara Jean Wright Resident
Management Organization
1350 South Morgan Street
Chicago, Illinois 60608-1688

Dear Ms. Harper:

This is in regard to your response to the findings of the Summer Food Service Program administrative review conducted on December 24, 2009 and sent to you on January 25, 2010. The response and corrective action plan which you submitted has been reviewed by our staff and found to be complete with the exception of the following:

Expenditures

Invoices/receipts indicate an inadequate amount of milk and meals were purchased for the number of meals claimed for reimbursement. Milk and meals must be purchased in sufficient quantities to serve all children claimed for reimbursement.

This paragraph was not responded to in the original corrective action plan. Please include a response to this.

Your corrective action response to the above issue must be received in our office by May 13, 2010. This response must detail specific actions taken to correct the problem identified above and be signed by the appropriate sponsor representative.

If you have any questions, please contact Louis Berkman at 1-800-545-7892 or through his cell phone at 773/532-9641.

Sincerely,

Christine Schmitt
Division Administrator
Nutrition Programs

cc: Louis Berkman
March 8, 2010

Agreement No.
14-016-947P-00

Tonya Harper
Barbara Jean Wright Resident
Management Organization
1350 South Morgan Street
Chicago, Illinois  60608-1688

Dear Ms. Harper:

In reviewing our records, we find that you have not responded to the necessary corrective action as cited on the report for the Summer Food Service Program administrative review conducted on December 24, 2009 and sent to you on January 25, 2010. **Per program regulations, you are required to submit a written corrective action plan for each identified problem.**

Please address a written corrective action to be received in this office by **March 23, 2010** stating the corrective actions taken. This response must detail specific actions taken or to be implemented to correct the problems identified and signed by the appropriate sponsor representative. If the corrective action plan is not received within this timeframe, Barbara Jean Wright Resident Management Organization will begin the process of being declared seriously deficient in the operation of the Summer Food Service Program and may risk termination from the program.

If you have any questions, please contact Louis Berkman at 800/545-7892.

Sincerely,

Christine Schmitt
Division Administrator
Nutrition Programs

cc: Louis Berkman