



Illinois State Board of Education

100 North First Street, Springfield, Illinois 62777-0001
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Darren Reisberg
Chair of the Board

Dr. Carmen I. Ayala
State Superintendent of Education

September 11, 2020

Agreement No. 01-001-0040-26

Mr. Scott Riddle
CUSD 4
PO Box 200
Mendon, IL 62351-0200

Dear Mr. Scott Riddle :

Enclosed is the report of your School Nutrition Programs Administrative Review, conducted on May 22, 26, 2020 and August 25, 2020. The report identifies the problems cited during the review and the corrective action recommended.

A corrective action plan to the review report must be received in WINS within 30 days from the receipt of this letter. The response to each citation must detail specific actions taken to correct the problems cited.

Technical assistance materials and/or training opportunities may be available to assist in correcting the problems identified in the review. The cooperation of personnel during this review was appreciated.

If you have questions regarding your review, please contact Carol Montague at cmontagu@isbe.net. For all other questions, please contact our office at 800/545-7892.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark R. Haller".

Mark R. Haller, SNS
Director
Nutrition Programs

Enclosure

CC: File

School Nutrition Programs Administrative Review

This report summarizes the results of the administrative review for the School Nutrition Programs sponsored by the CUSD 4, RCDT number 01-001-0040-26, conducted on May 22, 26, 2020 and August 25, 2020, by Carol Montague and Robert Turek, Principal Consultants.

The results of the review were discussed at an exit conference on August 25, 2020, with
Gina Whelan, Business Manager/Treasurer

The purpose of the review was to monitor the sponsor's compliance with Federal and state program regulations. The following areas of program compliance were evaluated:

- Afterschool Snack, if applicable
- Certification and Benefit Issuance
- Civil Rights
- Dietary Specifications and Nutrient Analysis
- Food Safety
- Fresh Fruit and Vegetable Program, if applicable
- Local School Wellness Policy
- Meal Components and Quantities
- Meal Counting and Claiming
- Offer Versus Serve
- On-Site Monitoring
- Outreach
- Professional Standards
- Reporting and Recordkeeping
- Smart Snacks
- Special Milk Program, if applicable
- Verification
- Water

During the review, technical assistance was provided to the sponsor in the following areas:
Professional Standards

During the review, the following problems were identified. All other areas were found to be in compliance.

Sponsor: CUSD 4

On-site Monitoring

Citation:

Annual on-site reviews have not been conducted for breakfast. The purpose of on-site reviews is to certify that site claims are based on a daily meal count, by category, taken at the point of service. A plan must be developed to ensure that these reviews are conducted by February 1 of each year. Annually, breakfast reviews must be conducted for 50% of the schools participating in the School Breakfast Program. Each site must be reviewed once every two years.

Annual on-site reviews have not been conducted for lunch at the elementary, middle, and high schools. The purpose of these reviews is to certify that site claims are based on a daily meal count, by category, taken at the point of service. A plan must be developed to ensure that these reviews are conducted by February 1 of each year.