



Illinois State Board of Education

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James T. Meeks
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February 22, 2017

Agreement No.
03-025-002X-06

Robin Flach
Altamont Lutheran Interparish
7 South Edwards Street
Altamont, Illinois 62411

Dear Ms. Flach:

Enclosed is the report of the School Nutrition Programs administrative review conducted on January 19, 2017. 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 our office by March 24, 2017. This response must detail the specific actions taken to correct any problems cited and must be signed by the appropriate school official.

Technical assistance materials and/or training opportunities may be available to assist in correcting problems identified in the review. The cooperation of personnel during the visit was appreciated. If you have questions regarding your review, please contact Andrea Gregory at agregory@isbe.net. For all other program 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
Division Administrator
Nutrition and Wellness Programs

Enclosure

cc: File

SCHOOL NUTRITION PROGRAMS

ADMINISTRATIVE REVIEW REPORT

This report summarizes the results of the administrative review of the School Nutrition Programs sponsored by Altamont Lutheran Interparish, Agreement #03-025-002X-06, conducted on January 19, 2017, by Andrea Gregory, Principal Consultant.

The results of the review were discussed at an exit conference on January 19, 2017, with Robin Flach, Principal.

Altamont Lutheran School was visited during this review.

The purpose of the review was to monitor the school food authority's compliance with the federal and state program regulations. The following areas of program compliance were evaluated:

- Certification and Benefit Issuance
- Verification
- Meal Counting and Claiming
- Meal Components and Quantities
- Offer Versus Serve
- Dietary Specifications and Nutrient Analysis
- Civil Rights
- On-Site Monitoring
- Local School Wellness Policy
- Smart Snacks
- Professional Standards
- Water
- Food Safety
- Reporting and Recordkeeping
- Outreach

During the review, technical assistance was provided in the following area{s}:

- Certification and Benefit Issuance
- Food Safety

As a result of the review, the following problems were identified. All other areas were found to be in compliance with program requirements.

Certification and Benefit Issuance

A household eligibility application was missing the last four digits of the social security number of an adult household member. All household eligibility applications approved for free and reduced-priced meals must contain all information as required by program regulations. A procedure must be established to ensure all household eligibility applications contain the required information.

Food Safety

Dry storage temperature logs are not completed. On a daily basis, the temperatures of prepared cold/hot foods and all storage areas must be recorded. These temperature logs must be maintained on file for six months.