



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

May 17, 2022

Agreement No. 04-004-1000-26

Dr. Daniel Woestman
Belvidere CUSD 100
1201 5th Ave
Belvidere, IL 61008-5125

Dear Dr. Daniel Woestman :

Enclosed is the report of your School Nutrition Programs Seamless Review, conducted on May 2, 3, 9, 12, 2022. 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 Paul Hansen at phansen@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 Seamless Review

This report summarizes the results of the seamless review for the School Nutrition Programs sponsored by the Belvidere CUSD 100, RCDT number 04-004-1000-26, conducted on May 2, 3, 9, 12, 2022, by Paul Hansen, Principal Consultant.

The results of the review were discussed at an exit conference on May 12, 2022, with

Jo Ann Armstrong, Chief Financial Office

Lindsay Carlson, Food Service Director - Organic Life

Jose Gutierrez, VP Operations - Organic Life

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:

Area(s) of Technical Assistance:

Local Wellness Policy

Meal Components and Quantities

On-Site Reviews

Procurement

Professional Standards

Smart Snacks

Water

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

Site: Belvidere High School (10151)

Meal Components and Quantities

Citation:

Lunch menus for the selected week of review, December 13-17, 2021, were evaluated and it was determined the minimum grain/bread serving size was not offered on Wednesday (mac n cheese). A minimum of two ounce grain/bread equivalent servings must be offered on a daily basis for grades 9-12.

Citation:

Lunch production records for the selected week of review, December 13-17, 2021, were evaluated and the following problems were identified:

- 1) All specific foods (type of milk) served were not included.
- 2) Portion sizes were not recorded accurately because for some items the portion sized recorded was what the item credited to, not the actual serving size.

Production records must accurately reflect the specific foods/condiments used, recipe or product name, grade groups, portion sizes, student and total projected servings, amount of food used, and the number of leftovers.

Citation:

Lunch menus for the selected week of review, December 13-17, 2021, were evaluated and it was determined that the weekly grain/bread ounce equivalent requirement was not met for the smallest creditable entrée offered each day. Menus must contain a minimum of ten grain/bread ounce equivalent servings per week for grades 9-12.

Site: Perry Elem School (10156)

Meal Components and Quantities

Citation:

Breakfast and lunch production records for the selected week of review, December 13-17, 2021, were evaluated and the following problems were identified:

- 1) All specific foods (type of milk) served were not included.
- 2) Portion sizes were not recorded accurately because for some items the portion sized recorded was what the item credited to, not the actual serving size.

Production records must accurately reflect the specific foods/condiments used, recipe or product name, grade groups, portion sizes, student and total projected servings, amount of food used, and the number of leftovers.

Site: Washington Academy (10157)

Meal Components and Quantities

Citation:

Breakfast and lunch production records for the selected week of review, December 13-17, 2021, were evaluated and the following problems were identified:

- 1) All specific foods (type of milk) served were not included.
- 2) Portion sizes were not recorded accurately because for some items the portion sized recorded was what the item credited to, not the actual serving size.

Production records must accurately reflect the specific foods/condiments used, recipe or product name, grade groups, portion sizes, student and total projected servings, amount of food used, and the number of leftovers.

Citation:

Drinking water was not made available to the students throughout lunch. Throughout the meal service, water must be made available to students.

Sponsor: Belvidere CUSD 100

On-site Monitoring**Citation:**

An annual on-site review of lunch at Everest High School (78301) was not conducted for school year 2021-2022. 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.

Local Wellness Policy**Citation:**

The local wellness policy is not available to the public. The local wellness policy must be highlighted in a public platform such as school or community website, social media, newsletter, school or community bulletin boards and/or newspaper.

Citation:

The local wellness policy is not reviewed and updated as required. An assessment of the local wellness policy is required every three years. At a minimum, the local wellness policy must be updated after the triennial assessment is conducted.

Procurement**Citation:**

A menu planning advisory board does not exist. When a school district contracts with a food service management company, the school district must establish a menu planning advisory board and maintain direct control over the group. The board must consist of parents, teachers, and students.