



Illinois State Board of Education

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James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

February 22, 2017

Agreement No.
04-101-005P-00

John Pingo
Goldie B. Floberg Center
Post Office Box 346
Rockton, Illinois 61072-0346

Dear Mr. Pingo:

Enclosed is the report of the School Nutrition Programs administrative review conducted on January 3, 4, and 6, 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 Paul Hansen at phansen@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 Goldie B. Floberg Center, Agreement #04-101-005P-00, conducted on January 3, 4, and 6, 2017, by Paul Hansen, Principal Consultant.

The results of the review were discussed at an exit conference on January 6, 2017, with the following:

- Nancy Swain, Chief Financial Officer
- Julie Belt, Quality Assurance Monitor

The following Group Homes were visited during this review:

- Colchester Group Home
- Emerald Group Home
- Kipling Group Home

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

During the review, technical assistance was provided in the following areas:

- Certification and Benefit Issuance
- Meal Counting and Claiming
- Meal Components and Quantities
- Civil Rights
- On-Site Monitoring
- Local School Wellness Policy
- Professional Standards
- 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

Certification and benefit issuance documentation was evaluated and the following problems were identified:

- The list of residents eligible for free meals did not contain all the required information. The list was missing each resident's income. Eligible participants include students under the age of 21 who are enrolled in an educational unit of high school grade or under. An accurate eligibility list must be on file and include the residents' names, income, age, and their dates of eligibility.
- Ineligible residents were allowed to participate in the program. Four students who were over the age of 21 and not enrolled in an education unit of high school grade or under were claimed for reimbursement. Eligible participants include students through the age of 21 (up to the day prior to their 22nd birthday) who are enrolled in an educational unit of high school grade or under. Revised claims were submitted by the sponsor during the review for the months of October and November 2016 so fiscal action was not needed.

Meal Counting and Claiming

The local education agency has not implemented a daily meal count edit system. Prior to submitting the monthly Claim for Reimbursement, procedures must be implemented to perform edits of daily meal counts for each site. The daily number of free, reduced-price, and paid meals must be compared to the number of current eligibles, the attendance-adjusted eligibles, and the maximum number of meals based on attendance for each category.

Local Wellness Policy

A local wellness policy has not been established. You must ensure this office that a local wellness policy will be developed to comply with program regulations.

Professional Standards

Professional standards documentation and procedures were evaluated and the following problems were identified:

- Training requirements were not met for the SY 2015-2016 for the food service director. For school year 2015-16, the director was required to have a minimum of 8 hours of training. For the current school year, the minimum hours of training has increased to 12 hours annually. Your corrective action must identify how the director will meet the current annual training requirements.
- Training requirements were not met for the SY 2015-2016 for the manager. For school year 2015-16, each manager was required to have a minimum of 6 hours of training. For the current school year, the minimum hours of training has increased to 10 hours annually. Your corrective action must identify how the manager will meet the current annual training requirements.
- Training requirements were not been met for the SY 2015-2016 for full time school nutrition staff (excluding the director and manager) who work 20 or more hours per week and for part time staff who work less than 20 hours per week. For school year 2015-16, school nutrition staff was required to have a minimum of 4 hours of training. For the current school year, the minimum hours of training has increased to 6 hours annually for staff who work 20 or more hours per week and staff who work less than 20 hours per week are required to have a minimum of 4 hours training annually. Your corrective action must identify how school nutrition staff will meet the current annual training requirements.
- School staff who work with the School Nutrition Programs (the business manager who completes the monthly claim process and master list documentation), did not meet the training requirements for SY 2015-2016. For school year 2015-16, staff working with the School Nutrition Programs was required to have a minimum of 4 hours of training. Your corrective action must identify how staff who work with the School Nutrition Programs will meet the current annual training requirements
- Training hours have not been documented. A method to track the number of training hours must be implemented. The USDA Professional Standards Training Tracking Tool or excel may be utilized to document training hours.

Food Safety

A food safety program has not been developed as required by the Child Nutrition and WIC Reauthorization Act of 2004. A food safety program should be developed and implemented under the principles of Hazard Analysis and Critical Control Point (HACCP) principles. Please assure this office that a food safety program will be developed and implemented based on the principles of HACCP.

Colchester Group Home (#68688)

As a result of the review at Colchester Group Home on January 4, 2017, the following problems were identified. All other areas were found to be in compliance.

Meal Components and Quantities – Day of On-Site Observation

At lunch, the portion size of the peaches (1/2 cup) did not meet meal pattern requirements. The minimum serving size of the fruit daily must be one cup for grades 9-12.

Meal Components and Quantities – Selected Week of Review (October 31 - November 6, 2016)

The breakfast and lunch menus and nutrition documentation for the selected week of review were evaluated and the following problems were identified:

- Most of the grain/bread ounce equivalent servings offered were not whole-grain rich at breakfast and lunch. All of the grain/bread ounce equivalents offered each week must be whole-grain rich.
- Processed products/combo items were served, however nutrition documentation was not available to validate the contributions of the food items to the meal pattern requirements. Appropriate documentation such as Child Nutrition (CN) labels and/or Production Formulation Statements (PFS) must be available to validate the contributions of the food items to the meal pattern requirements.

Production Records/Standardized Recipes

Production records and standardized recipes for the day of on-site observation and the selected week of review were evaluated and the following problems were identified:

- Production records for lunch did not contain the required information for the day of review and selected week of review. Portion sizes were not always recorded accurately for some of the main entrees. 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.
- A standardized recipe for the Tuna Melt prepared at the Colchester Group Home on the day of on-site observation was not followed. Standardized recipes must be followed to ensure a consistent product is produced and to ensure the integrity of the recipe.
- Some recipes used for the selected week of review were not standardized because the recipes were missing an accurate weight or measurement of each ingredient. Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

Civil Rights

The USDA-approved poster was not displayed. The civil rights poster must be prominently displayed in the food service area.

Food Safety

A request to the local Health Department was not made for last school year's two sanitation inspections. When two food sanitation inspections have not occurred by January 31, the sponsor is required to send a letter to the local health department requesting the food service inspections for each site where food is prepared and served.

Temperature logs were 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.

Emerald Group Home (#70457)

As a result of the review at Emerald Group Home on January 4, 2017, the following problems were identified. All other areas were found to be in compliance.

Meal Components and Quantities – Selected Week of Review (October 31 - November 6, 2016)

The breakfast and lunch menus and nutrition documentation for the selected week of review were evaluated and the following problems were identified:

- Most of the grain/bread ounce equivalent servings offered were not whole-grain rich at breakfast and lunch. All of the grain/bread ounce equivalents offered each week must be whole-grain rich.
- Processed products/combo items were served, however nutrition documentation was not available to validate the contributions of the food items to the meal pattern requirements. Appropriate documentation such as Child Nutrition (CN) labels and/or Production Formulation Statements (PFS) must be available to validate the contributions of the food items to the meal pattern requirements.

Production Records/Standardized Recipes

Production records and standardized recipes for the day of on-site observation and the selected week of review were evaluated and the following problems were identified:

- Production records for lunch did not contain the required information for the day of review and selected week of review. Portion sizes were not always recorded accurately for some of the main entrees. 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.
- Some recipes used for the selected week of review were not standardized because the recipes were missing an accurate weight or measurement of each ingredient. Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

Civil Rights

The USDA-approved poster was not displayed. The civil rights poster must be prominently displayed in the food service area.

Food Safety

A request to the local Health Department was not made for last school year's two sanitation inspections. When two food sanitation inspections have not occurred by January 31, the sponsor is required to send a letter to the local health department requesting the food service inspections for each site where food is prepared and served.

Temperature logs were 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.

Kipling Group Home (#72114)

As a result of the review at Kipling Group Home on January 4, 2017, the following problems were identified. All other areas were found to be in compliance.

Meal Counting and Claiming

On the day of review, it was determined that the site has not utilized an acceptable meal counting system because meal counts had not been recorded for lunch for the previous day (January 3, 2017). All meal counts must be taken on a daily basis at the point of service which is where a determination can accurately be made that a free, reduced-price, or paid meal has been served to an eligible child. **Meal counts must not be claimed for reimbursement for this date.**

Meal Components and Quantities – Selected Week of Review (October 31 - November 6, 2016)

The lunch menu and nutrition documentation for the selected week of review were evaluated and the following problems were identified:

- Most of the grain/bread ounce equivalent servings offered were not whole-grain rich at lunch. All of the grain/bread ounce equivalents offered each week must be whole-grain rich.
- Processed products/combo items were served, however nutrition documentation was not available to validate the contributions of the food items to the meal pattern requirements. Appropriate documentation such as Child Nutrition (CN) labels and/or Production Formulation Statements (PFS) must be available to validate the contributions of the food items to the meal pattern requirements.

Production Records/Standardized Recipes

Production records and standardized recipes for the day of on-site observation and the selected week of review were evaluated and the following problems were identified:

- Production records for lunch did not contain the required information for the day of review and selected week of review. Portion sizes were not always recorded accurately for some of the main entrees. 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.
- Some recipes used for the selected week of review were not standardized because the recipes were missing an accurate weight or measurement of each ingredient. Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

Civil Rights

The USDA-approved poster was not displayed. The civil rights poster must be prominently displayed in the food service area.

Food Safety

A request to the local Health Department was not made for last school year's two sanitation inspections. When two food sanitation inspections have not occurred by January 31, the sponsor is required to send a letter to the local health department requesting the food service inspections for each site where food is prepared and served.

Temperature logs were 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.