



Illinois State Board of Education

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James T. Meeks
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Tony Smith, Ph.D.
State Superintendent of Education

February 23, 2017

Agreement No.
04-101-1340-04

John Ulferts
Shirland Community Consolidated
School District 134
Post Office Box 99
Shirland, Illinois 61079-0099

Dear Dr. Ulferts:

Enclosed is the report of the School Nutrition Programs administrative review conducted on January 18, 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 27, 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 Shirland Community Consolidated School District 134, Agreement #04-101-1340-04, conducted on January 18, 2017, by Paul Hansen, Principal Consultant.

The results of the review were discussed at an exit conference on January 18, 2017, with the following:

- John Ulferts, Superintendent
- Catherine Sweeny, Treasurer
- Jackie Putman, Cafeteria Director

Shirland CC 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 areas:

- Meal Components and Quantities
- 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.

Meal Components and Quantities –Selected Week of Review **December 12-16, 2016**

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

- The minimum weekly requirement was not met for the dark green vegetable subgroup. The minimum weekly requirement must be met for each vegetable subgroup.
- Some of the grain/bread ounce equivalent servings offered were not whole-grain rich. All of the grain/bread ounce equivalent servings offered each week must be whole-grain rich.
- Processed products were offered however nutrition documentation was not available to validate the contributions of the food items to the meal pattern requirements. Appropriate documentation such as standardized recipes and Child Nutrition (CN) labels and/or Product 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 were evaluated on the day of the on-site observation and for the selected week of review and the following problems were identified:

- A production record was not available for the day of review. Production records must be completed on a daily basis. The record 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.
- Production records did not contain the required information for the selected week of review. Some portion sizes were not recorded (Tuesday of the selected week of review), some portion sizes were not recorded accurately (main entrees), and the type of milk offered was not recorded.

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.

Standardized recipes were evaluated and the following problems were identified:

- Recipes for the Sloppy Joe, Chicken Tacos, and Beef and Cheddar sandwich were not available for the day of review and on the day of review for the Chicken Nachos. Standardized recipes must be on file when two or more ingredients are combined. Required information includes the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.
- Recipes used for the selected week of review were not standardized. The recipes were missing an accurate weight or measurement of each ingredient and portion size. Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

Food Safety

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.

Fiscal Action

As a result of the problems cited, an overclaim of \$316.56 for December 2016 has been identified for the National School Lunch Program. Federal regulations allow this office to waive overclaims less than \$600.00; therefore, the National School Lunch Program overclaim will not be assessed.