

May 10, 2023

Agreement No. 05-016-8050-60

Judith Hackett  
NW Suburban Spec Educ Org  
799 W Kensington Rd  
Mt Prospect, IL 60056-1111

Dear Judith Hackett :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on April 10, 11, 12, 2023. 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 John Burton at [jburton@isbe.net](mailto:jburton@isbe.net). For all other questions, please contact our office at 800/545-7892.

Sincerely,



Mark R. Haller, SNS  
Director  
Nutrition Programs

Enclosure

CC: File

**School Nutrition Programs  
Meal Compliance and Accountability Review**

This report summarizes the results of the meal compliance and accountability review for the School Nutrition Programs sponsored by the NW Suburban Spec Educ Org, RCDT number 05-016-8050-60, conducted on April 10, 11, 12, 2023, by John Burton, Principal Consultant.

The results of the review were discussed at an exit conference on April 12, 2023, with

Gavin McGinn, Director of Business Services

Kristen Galloway, Food Service Director

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

Outreach

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

**Site: Timber Ridge School (11780)**

**Meal Components and Quantities**

**Citation:**

Production records for the targeted week were reviewed and the following issue was found: Portion sizes were not recorded accurately. 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:**

A production record for breakfast 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.

**Citation:**

Lunch menus for February 6-10, 2023, were not adequate. The following issue was found: The dark green vegetable subgroup was not offered any time during the week evaluated. The minimum weekly requirement must be met for each vegetable subgroup.

**Food Safety, Storage, and Buy American**

**Citation:**

A copy of the most recent health inspection was not posted. The site must post a copy of the most recent health inspection in a prominent viewing area.

**Sponsor: NW Suburban Spec Educ Org**

**Outreach**

**Citation:**

Households have not been notified of the availability of the Summer Food Service Program. Outreach to households regarding the Summer Food Service Program must occur before the end of the school year.

**Local Wellness Policy**

**Citation:**

The triennial assessment report was not made available to the public. Public notification of the triennial assessment report is required and may be achieved by posting on the school website, including in presentations made to parents and staff, providing copies at school events, or placing information on social media or in newsletters/newspapers.