

March 19, 2024

Agreement No. 06-016-0960-02

Dr. Martha RyanToye
Riverside SD 96
3340 Harlem Ave
Riverside, IL 60546-2126

Dear Dr. Martha RyanToye :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on March 11, 12, 13, 2024. 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 Mary Newman at mnewman@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 Riverside SD 96, RCDT number 06-016-0960-02, conducted on March 11, 12, 13, 2024, by Mary Newman, Principal Consultant.

The results of the review were discussed at an exit conference on March 13, 2024, with

James Fritton, CSBO

Miheala Miller, Business Service Coordinator

Nancy Schuenemann, Registrar

Jodie Haile, Food Service Coordinantor

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

The following site(s) received an on-site review.

11233 Central Elem School

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

Area(s) of Technical Assistance:

Food Safety

- Meal Components and Quantities
- Meal Counting and Claiming
- Offer Versus Serve
- On-Site Reviews
- Professional Standards
- Smart Snacks

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

Site: Central Elem School (11233)

Meal Components and Quantities

Citation:

On the day of the lunch observation, the site did not offer two fat-free options or a low-fat (1% milk fat or less) and a fat-free milk choice. Students must be offered the appropriate milk choices.

Citation:

The lunch menus for the selected week of review, February 12-16, 2024, were evaluated and it was determined that the minimum vegetable serving size was not offered on Monday. A minimum of 3/4 cup vegetable must be offered on a daily basis for grades K-8.

Citation:

Production records for the selected week of review, February 12-16, 2024, were evaluated and the following problems were identified:

- 1) Portion sizes were not recorded accurately.
- 2) The two varieties of milk offered daily were not listed on the production records; however, invoices did show that the required variety of milk was ordered and offered daily. 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:

Recipes used in food preparation for the selected week of review, February 12-16, 2024, were evaluated and it was determined that the recipe for the cheese ravioli was not standardized, and was missing the steps of preparation, the yield, and the portion size. Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

Citation:

Lunch menus for the selected week of review, February 12-16, 2024, were evaluated and it was determined that the weekly minimum meat/meat alternate ounce equivalents were not offered. Menus must contain a minimum of eight meat/meat alternate ounce equivalents per week for grades K-5. In addition, appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

Offer versus Serve

Citation:

Signage was not posted at lunch to explain a reimbursable meal under Offer vs. Serve. When implementing Offer vs. Serve, adequate signage must be posted to explain what constitutes a reimbursable meal.

Civil Rights

Citation:

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

Food Safety, Storage, and Buy American

Citation:

Documentation is not on file to demonstrate that Central Elementary received any food safety inspections during SY 2022-2023. Two food sanitation inspections must occur annually. 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. The site must post a copy of the most recent health inspection in a prominent viewing area.

Counting and Recording Daily Meal Totals

Citation:

On the day of the lunch observation the site did not utilize an acceptable meal counting system because the lunch items were selected in line by the students and placed in a paper bag, and then the meal counts were based on asking the students at the point of service whether they had selected a fruit or vegetable. All meal counts must be taken on a daily basis at the point of service which is where a visual determination can accurately be made that a free, reduced-price, or paid meal has been served to an eligible child. Fiscal action was not warranted as the meal counts at the point of service matched the state agency reviewer count, only the procedure needs corrected.

Sponsor: Riverside SD 96

On-site Monitoring

Citation:

An annual on-site review for lunch for SY 2023-2024 was not conducted by February 1 for Hauser Jr. High and Central Elementary. A plan must be developed to ensure on-site reviews are conducted by February 1 of each year. The purpose of these reviews is to certify site claims are based on a daily meal count, by category, taken at the point of service.

Professional Standards

Citation:

Staff did not receive required training hours for SY 2022-2023 because the SFA did not have one staff member at each site assume 10 hours of annual training. Regulations require one staff member at each site to receive 10 hours of annual training. The response must identify how annual training requirements will be monitored and fulfilled.



**Illinois
State Board of
Education**

**Dr. Tony Sanders, State Superintendent of Education
Dr. Steven Isoye, Chair of the Board**

EQUITY • QUALITY • COLLABORATION • COMMUNITY

April 10, 2024

Agreement No.
06-016-0960-02

Dr. Martha RyanToye
Riverside SD 96
3340 Harlem Ave
Riverside, IL 60546-2126

Dear Dr. Martha RyanToye :

Enclosed is the report of your School Nutrition Programs Resource Management Review, conducted on April 9, 2024.

The program was found to be in compliance on the day of the review. The assistance and the cooperation of the sponsor personnel during the review was appreciated.

If you have questions regarding your review, please contact Robert Turek at turek@isbe.net. For all other questions, please contact our office at 800/545-7892.

Sincerely,

Mark R. Haller, SNS
Director
Nutrition Programs

cc: File

**School Nutrition Programs
Resource Management Review**

This report summarizes the results of the resource management review for the School Nutrition Programs sponsored by the Riverside SD 96, RCDT number 06-016-0960-02, conducted on April 9, 2024, by Robert Turek, Principal Consultant.

As a result of the review, the sponsor was found to be in compliance with the program requirements evaluated; therefore, no response is required.