

March 19, 2024

Agreement No. 08-000-0000-00

Hon. Aaron Mercier  
Carroll/Jo Daviess/Stephenson ROE  
27 S State Ave Ste 101  
Freeport, IL 61032-4210

Dear Hon. Aaron Mercier :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on March 14, 15, 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 Paul Hansen at [phansen@isbe.net](mailto:phansen@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 Carroll/Jo Daviess/Stephenson ROE, RCCT number 08-000-0000-00, conducted on March 14, 15, 2024, by Paul Hansen, Principal Consultant.

The results of the review were discussed at an exit conference on March 15, 2024, with  
Brandy Howard, Program Coordinator

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.

76519 Freeport Alternative High Sch

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
- Offer Versus Serve
- On-Site Reviews

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

**Site: Freeport Alternative High Sch (76519)**

**Offer versus Serve**

**Citation:**

Signage was not posted at breakfast and 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.

**Meal Components and Quantities**

**Citation:**

Breakfast and lunch production records for the selected week of review, January 8-12, 2024, were evaluated and the following problems were identified:

- 1) The total projected number of servings was not recorded.
- 2) The amount of food used was not recorded.
- 3) The actual number of students served was not recorded.
- 4) The number of leftovers were 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.

**Citation:**

Recipes used in food preparation for the selected week of review, January 8-12, 2024, were evaluated and it was determined that the recipes were missing the yield and portion size. Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

**Citation:**

A production record for breakfast and lunch 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 the selected week of review, January 8-12, 2024, were evaluated and it was determined that the dark green and starchy vegetable subgroups were not offered any time during the selected week of review with the Italian sub meal option. The minimum weekly requirement must be met for each vegetable subgroup.

**Sponsor: Carroll/Jo Daviess/Stephenson ROE**

**On-site Monitoring**

**Citation:**

Monitoring procedures for SY 2023-2024 were evaluated and the following problems were identified:

- 1) An annual on-site review for lunch was not conducted by February 1 at Freeport Alternative High School (76579). 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.
- 2) Annual on-site reviews for breakfast were not conducted by February 1 for any sites. A review must be conducted at breakfast by February 1 each year for 50% of the schools operating the breakfast program. In addition, each site operating the breakfast program must receive a breakfast review a minimum of once every two years. The reviews must ensure site claims are based on a daily meal count, by category, taken at the point of service.

## Outreach

### **Citation:**

Households have not been notified of the availability of the School Breakfast Program. At or near the beginning the school year, LEA's must inform households of the availability of the School Breakfast Program. The notification should include such factors as the location, time, and price.

### **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.

## Professional Standards

### **Citation:**

Professional Standards training hours have not been completed for any food service staff members for SY 2022-2023 and the current SY 2023-2024. The response must identify how annual training requirements will be completed and documented for all food service staff annually.

## Local Wellness Policy

### **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.

### **Citation:**

Transparency and inclusion are not promoted with the local wellness policy process. Local education agencies must allow stakeholders such as parents, students, food service staff, teachers, school nurses, school board members, school administrators and general members of the public to participate in the local wellness policy process. This process includes the development, implementation, and periodic review and update of the local wellness policy.



**Illinois  
State Board of  
Education**

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

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Hon. Aaron Mercier  
Carroll/Jo Daviess/Stephenson ROE  
27 S State Ave Ste 101  
Freeport, IL 61032-4210

Dear Hon. Aaron Mercier :

Enclosed is the report of your School Nutrition Programs Resource Management Review, conducted on March 18, 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 Michael Gogerty at [mgogerty@isbe.net](mailto:mgogerty@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 Carroll/Jo Daviess/Stephenson ROE, RCDT number 08-000-0000-00, conducted on March 18, 2024, by Michael Gogerty, 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.