



March 19, 2024

Agreement No. 09-010-0030-26

Dr. Kenneth Lee  
Mahomet-Seymour CUSD 3  
1301 S Bulldog Dr  
Mahomet, IL 61853-

Dear Dr. Kenneth Lee :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on February 7, 8, 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.

As a result of the problems cited, an overclaim for December 2023 through February 2024 has been identified for the following:

National School Lunch Program - \$1.44

Federal regulations allow this office to waive overclaims less than \$600.00; therefore, the overclaim will not be assessed.

However, if you participate in the Seamless Summer Option (SSO) and an overclaim is identified with a future SSO Claim for Reimbursement, the overclaim amount will be added to the above assessment and a new fiscal adjustment amount will be calculated. If the new assessment exceeds the \$600.00 threshold, fiscal action will be required.

School Breakfast Program - \$0.38

Federal regulations allow this office to waive overclaims less than \$600.00; therefore, the overclaim will not be assessed.

However, if you participate in the Seamless Summer Option (SSO) and an overclaim is identified with a future SSO Claim for Reimbursement, the overclaim amount will be added to the above assessment and a new fiscal adjustment amount will be calculated. If the new assessment exceeds the \$600.00 threshold, fiscal action will be required.

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 Kari Perkins at kperkins@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 Mahomet-Seymour CUSD 3, RCDT number 09-010-0030-26, conducted on February 7, 8, 2024, by Kari Perkins, Principal Consultant.

The results of the review were discussed at an exit conference on February 8, 2024, with

Chris Hazelton, AGM-Quest

Janice Alexander, Food Service Director

Amber Aleman, Administrative Assistant

Heather Smith, Chief Business Official

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.

10356 Middletown Prairie Elementary

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

**Area(s) of Technical Assistance:**

Certification and Benefit Issuance

Civil Rights

Food Safety

Local Wellness Policy

Meal Components and Quantities

Meal Counting and Claiming

Procurement

Professional Standards

Verification

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

**Site: Middletown Prairie Elementary (10356)**

**Counting and Recording Daily Meal Totals**

**Citation:**

The site is not following the parameters set forth in the site application permanent agreement. The site application denotes and was approved to operate straight serve meal service, however the site was operating as an offer vs serve meal service. If a site wishes to change their site agreement, they must resubmit the application and wait for approval prior to changing their meal service. The terms in the site applications permanent agreement must be adhered to and followed as approved.

**Meal Components and Quantities**

**Citation:**

Three lunches observed did not contain all required components. All meals must contain the required number of components. A reimbursable lunch must contain a meat/meat alternate, a fruit, a vegetable, a grain/bread, and milk in the required serving sizes. When participating in "Offer versus Serve", children must take at least three of the five components including a minimum of ½ cup fruit or vegetable.

One breakfast observed did not contain all required components. All meals must contain the required number of components. A reimbursable breakfast must contain a fruit, a grain/bread, and milk in the required serving sizes. When "Offer versus Serve" is implemented, children must take at least three of the four food items including a minimum of ½ cup fruit or vegetable.

**Sponsor: Mahomet-Seymour CUSD 3**

### **Certification and Benefit Issuance**

**Citation:**

A household eligibility application was approved in the wrong category. The application was approved reduced and should have been free. A procedure must be established to ensure household eligibility applications are approved in the appropriate category according to the current income guidelines.

**Citation:**

An application was incorrectly denied. The application was denied and should be approved free. A procedure must be established to ensure household eligibility applications are approved in the appropriate category according to the current income guidelines.

**Citation:**

Students' free and reduced-price eligibility was carried over from the previous school year for more than the 30 operating day period. Schools are required to carry over eligibility determinations based on direct certification, categorical eligibility determinations, and household eligibility applications from the previous year for either 30 operating days into the subsequent school year OR until a new eligibility determination has been made, whichever comes first.

### **Verification**

**Citation:**

Verification documentation obtained from the household was not evaluated correctly. The application should have been turned to paid based on the documentation provided by the household. A procedure must be established to ensure verification documentation is reviewed correctly.

**Citation:**

Applications selected for verification did not receive a confirmation review. Applications selected for verification must undergo a confirmation review. This must be done by an individual other than the determining official. Documentation of the confirmation review must be recorded.

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

**Citation:**

The Food Safety Plan has not been documented. The HACCP plan must be revised to ensure all required areas are documented in the food safety plan and that the HACCP plan is updated annually.

### **Professional Standards**

**Citation:**

Staff did not receive the required training hours. The FSMC is new this year and the tracked hours are not at least 50% completed as of the review date. The response must identify how annual training requirements will be monitored and fulfilled.

### **Local Wellness Policy**

**Citation:**

Documentation of an assessment of the local wellness policy is not on file. Assessments must be conducted once every three years. A report must be on file that describes the extent to which your schools comply with the local wellness policy, the extent to which your local policy aligns with model policies and a description of progress towards attaining policy goals.

## **Civil Rights**

### **Citation:**

The racial/ethnic data of children receiving meal benefits is not compared to the racial/ethnic data of the target population. To ensure school meals outreach is effective and adequate, racial/ethnic data must be evaluated to ensure a group of potential beneficiaries is not missed.

## **Procurement**

### **Citation:**

A non-domestic food item (frozen corn) was found in the inventory and the box identified the food as being produced in France/Spain. SFAs must monitor suppliers' compliance with the Buy American provision by reviewing products and invoices to identify the country of origin. When exceptions are purchased, adequate documentation must be available to justify the purchase. Documentation must include the date, country of origin, and reason for Buy American exception.



# Illinois State Board of Education

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

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January 26, 2024

Agreement No.  
09-010-0030-26

Dr. Kenneth Lee  
Mahomet-Seymour CUSD 3  
1301 S Bulldog Dr  
Mahomet, IL 61853-

Dear Dr. Kenneth Lee :

Enclosed is the report of your School Nutrition Programs Resource Management Review, conducted on January 24, 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,

A handwritten signature in black ink that reads "Mark R. Haller".

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 Mahomet-Seymour CUSD 3, RCDT number 09-010-0030-26, conducted on January 24, 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.