



# Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

James T. Meeks  
Chairman

Tony Smith, Ph.D.  
State Superintendent of Education

February 22, 2017

Agreement No.  
11-015-003X-10

Nicole Durbin  
St. Mary School  
2000 Richmond Avenue  
Mattoon, Illinois 61938-2846

Dear Ms. Durbin:

Enclosed is the report of the School Nutrition Program administrative review conducted on December 19 and 30, 2016. 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 24, 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 Andrea Gregory at [agregory@isbe.net](mailto:agregory@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 St. Mary School, Agreement #11-015-003X-10, conducted on December 19 and 30, 2016, by Andrea Gregory, Principal Consultant.

The results of the review were discussed at an exit conference on December 19 and 30, 2016, with Nicole Durbin, Principal.

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:

- Certification and Benefit Issuance
- Verification
- Offer Versus Serve
- Local School Wellness Policy
- Professional Standards
- Food Safety
- Reporting and Recordkeeping

Problems cited may require a joint corrective action effort between the sponsor and the contractor of the meals. The sponsor must establish the necessary procedures to ensure that the contractor works cooperatively to develop corrective action for those specific problems.

As a result of the review, the following problems were identified. All other areas were found to be in compliance with program requirements.

### **Certification and Benefit Issuance**

The correct conversion factors were not used when converting household income. When household eligibility applications contain more than one income frequency, the correct conversion factors must be used to convert the income to an annual amount.

Direct Certification has not been conducted. Direct Certification must be conducted on an annual basis near the beginning of the school year, three months after the initial effort, and six months after the initial effort. Direct Certification must be conducted immediately to identify students who are categorically eligible.

### **Verification**

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 on the application.

The net income rather than gross income was used when determining household income. The household income must be determined using the gross income.

Direct verification was not conducted. Direct verification must be the first step in verifying all household applications that have been selected for verification.

Written notification of the results of the verification process was not provided to households. Each household must receive a written notification informing them of their benefit status after verification.

### **Meal Counting and Claiming**

The local education agency has not implemented a daily meal count edit system. Prior to submitting the monthly Claim for Reimbursement, procedures must be implemented to perform edits of daily meal counts for each site. The daily number of free, reduced-price, and paid meals must be compared to the number of current eligibles and the attendance-adjusted eligibles. In addition, the total number of meals claimed must be compared to the maximum number of meals, per category.

### **Offer versus Serve**

"Offer versus Serve" has not been implemented correctly at lunch. Students are required to select milk. Other than the requirement to select a fruit or vegetable, students must be allowed to decide which components they will select.

### **Local School Wellness Policy**

The Local School Wellness Policy has not been made readily available to the public. The content and implementation of the Local School Wellness Policy must be made available to the public.

The local wellness policy is not evaluated on a periodic basis. A plan must be established to evaluate the policy periodically to ensure each school is meeting the local wellness policy.

### **Professional Standards**

Training requirements have not been met for the part-time school nutrition staff. For school year 2015-16, school nutrition staff was required to have a minimum of 4 hours of training. For the current school year, the minimum hours of training have increased to 6 hours annually for staff who work 20 or more hours per week and staff who work less than 20 hours per week are required to have a minimum of 4 hours training annually. The response must identify how school nutrition staff will meet the current annual training requirements.

School staff who works with the School Nutrition Programs, the principal who takes meal counts at the point of service and the secretary who approves the applications, did not meet the training requirements. For school year 2015-16, staff working with the School Nutrition Programs was required to have a minimum of 4 hours of training. For the current school year, the minimum hours of training have increased to 6 hours annually for staff who work with School Nutrition Programs 20 or more hours per week. Staff who works less than 20 hours per week with School Nutrition Programs are required to have a minimum of 4 hours training annually. The response must identify how staff who work with the School Nutrition Programs will meet the current annual training requirements.

### **Food Safety**

Temperature logs are not completed on equipment or the dry storage area. On a daily basis, the temperatures of all storage areas must be recorded. These temperature logs must be maintained on file for six months.