

April 05, 2023

Agreement No. 15-016-924P-00

Ms. Nakisha Hobbs
Community Education Network
806 N Peoria St Ste 5
Chicago, IL 60642-5438

Dear Ms. Nakisha Hobbs :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on March 29, 30, 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 Matthew Whitaker at mwhitake@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 Community Education Network, RCDT number 15-016-924P-00, conducted on March 29, 30, 2023, by Matthew Whitaker, Principal Consultant.

The results of the review were discussed at an exit conference on March 30, 2023, with
Telly Davis, Nutrition Program 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:

- Afterschool Snack
- Civil Rights
- Food Safety
- Local Wellness Policy
- Meal Components and Quantities
- On-Site Reviews

Procurement

Professional Standards

Reporting and Recordkeeping

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

Site: Village Leadership Academy (61131)

Meal Components and Quantities

Citation:

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. No fiscal assessed because sponsor identified the error and the meal is not being claimed.

Citation:

At lunch, the portion size of the vegetables (i.e., broccoli & cauliflower) did not meet meal pattern requirements. The minimum serving size of the vegetable must be 3/4 cup. Appropriate documentation, including Child Nutrition (CN) labels, Product Formulation Statements (PFS) or standardized recipes, must be available to validate the contributions of the food items to the meal pattern requirements.

Citation:

The lunch menus for February 13-17, 2023, were evaluated and the daily portion sizes were not met in the following instances:

- 1) The minimum meat/meat alternate serving size was not offered on Wednesday. A minimum of one ounce equivalent must be offered on a daily basis.
- 2) The minimum vegetable serving size was not offered on Thursday. A minimum 3/4 cup must be offered on a daily basis. Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

Citation:

Production records for February 13-17, 2023, do not contain the required information. The following details were missing:

- 1) All specific foods and condiments served were not included.
- 2) 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:

Recipes used in food preparation for February 13-17, 2023, were evaluated and the following problems were identified: Recipes for Beef Sloppy Joe, Chicken & Cheese Tacos, Grilled Cheese sandwiches, and Turkey with Gravy were not available. Standardized recipes must be on file when two or more ingredients are combined. Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

Citation:

A recipe for French Toast sticks was not available on the day of review. Standardized recipes must be on file when two or more ingredients are combined. Required information includes the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

Citation:

Daily portion size issues were found with the February 13-17, 2023, breakfast menus. The minimum daily grain/bread ounce equivalents were not offered on Wednesday. A minimum one ounce equivalent must be offered on a daily basis. Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

Citation:

Breakfast production records for February 13-17, 2023, were not adequate. The following details were missing:

- 1) All specific foods and condiments served were not included.
- 2) The student and total projected number of servings were not always accurately recorded.
- 3) The amount of food used was not recorded for all items served.
- 4) The number of leftovers were not recorded for all items served.

Production records must contain 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 13-17, 2023, were not adequate. The following errors were identified:

- 1) At least 80% of the grain/bread ounce equivalents offered for the week were not whole-grain rich. At a minimum, at least 80% of the grain/bread ounce equivalents offered each week must be whole-grain rich.
- 2) The weekly minimum meat/meat alternate ounce equivalents were not offered. Menus must contain a minimum of nine meat/meat alternate ounce equivalents per week for grades K-8.
- 3) It could not be determined if the daily and weekly meat/meat alternate and grain/bread requirements were met because adequate Child Nutrition labels or Product Formulation Statements were not available for taco shells, biscuits, bagels, pancakes, whole wheat buns, tomato soup, and turkey burgers. Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

Citation:

Breakfast menus for February 13-17, 2023, were evaluated and the following problems were identified:

- 1) The weekly grain/bread ounce equivalent requirement was not met. Menus must contain a minimum of eight grain/bread servings per week for grades K-8.
- 2) At least 80% of the grain/bread ounce equivalents offered for the week were not whole-grain rich. At a minimum, 80% of the grain/bread ounce equivalents required each week must be whole-grain rich. Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

Civil Rights

Citation:

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

Food Safety, Storage, and Buy American

Citation:

A request to the local Health Department was not made for last school year's second sanitation inspection. 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.

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.

Citation:

The Hazard Analysis and Critical Control Point (HACCP) plan established by the school food authority has not been implemented adequately because site personnel are not following the standard operating procedures for keeping milk and dairy products at proper temperatures. The HACCP plan as established must be fully implemented.

Citation:

Temperature logs are not completed for the dry storage areas. On a daily basis, the temperatures of prepared cold/hot foods and all storage areas must be recorded. These temperature logs must be maintained on file for six months.

Citation:

Based upon a review of the storage areas, the following problems were identified:

- 1) All stored foods were not issued a date of receipt to ensure first-in/first-out service. Measures must be taken to ensure all stored foods are issued a date of receipt.
- 2) Thermometers were not present in the dry storage area. To ensure proper temperatures are maintained, thermometers must be provided in all storage areas.
- 3) Opened foods were not stored properly. Stored food items in the refrigerator (i.e, breads) were not properly sealed. To ensure the safeguarding of all foods, food items must be stored properly.

Sponsor: Community Education Network

Professional Standards

Citation:

Training hours have not been documented. A method to track the number of training hours must be implemented. The USDA Professional Standards Training Tracking Tool or a comparable method may be utilized to document training hours.

Citation:

The following staff did not receive required training hours: 1) Training hours have not been met for the director. The minimum hours of training is 12 hours annually.

2) Training hours have not been met for the manager. The minimum hours of training is 10 hours annually.

3) Training hours have not been met for school nutrition staff who work 20 or more hours per week. The minimum hours of training is 6 hours annually for staff who work 20 or more hours per week.

4) Training hours have not been met for school nutrition staff who work less than 20 hours per week. The minimum hours of training is 4 hours training annually. The response must identify how annual training requirements will be monitored and fulfilled.

Reporting and Recordkeeping

Citation:

Program records at Village Leadership Academy, including standardized recipes and other supporting nutritional documentation, were not maintained and available for review. The sponsor must ensure all original program records are maintained for three years plus the current year.

Civil Rights

Citation:

Information on civil rights training, including dates, topics presented, and names of participants, was not available for review. A procedure must be established to ensure that annual civil rights training for School Nutrition Programs is provided to the appropriate staff and adequate documentation is maintained.

Citation:

Data regarding beneficiaries of the program by racial/ethnic category is not collected and maintained. Racial/ethnic data of the beneficiaries of the program must be collected and maintained on file.

Citation:

Annually, racial/ethnic data is not collected and maintained. Racial/ethnic data must be collected annually and maintained on file.

Local Wellness Policy

Citation:

The local wellness policy is not available to the public. The local wellness policy must be highlighted in a public platform such as school or community website, social media, newsletter, school or community bulletin boards and/or newspaper.

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.

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.

Procurement**Citation:**

A menu planning advisory board does not exist. When a school district contracts with a food service management company, the school district must establish a menu planning advisory board and maintain direct control over the group. The board must consist of parents, teachers, and students.