



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.
15-016-980X-03

Hector Quintana
Salem Christian School
2018 North Richmond Street
Chicago, Illinois 60647

Dear Mr. Quintana:

Enclosed is the report of the School Nutrition Programs administrative review conducted on December 13 through 15, 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 Jorge Nieves at jnieves@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 Salem Christian School, Agreement #15-0-16-980X-03, conducted on December 13 through 15 2016, by Jorge Nieves, Principal Consultant.

The results of the review were discussed at an exit conference on December 15, 2016, with Marelyn Garcia, Executive Administrator.

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
- Afterschool Snack

During the review, technical assistance was provided in the following area{s}:

- 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
- Afterschool Snack

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

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

Verification

Annual verification of household eligibility applications has not been conducted. The required number of applications must be immediately selected and verified. A procedure must be established to ensure verification is completed by November 15 each year. Documentation of the verification process must be maintained and available for review.

Local School Wellness Policy

The local wellness policy has not approved by the board. You must assure this office that the local wellness policy will be approved by the board to comply with program regulations.

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.

School Breakfast Program and Summer Food Service Program Outreach

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.

Meal Components and Quantities – Day of On-Site Observation

Nine 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. Students unable to consume cow's milk must be served a milk substitution nutritionally equivalent to cow's milk.

At lunch, the portion sizes did not meet meal pattern requirements. The minimum serving size of the grain/bread, vegetable and fruit must be 1 ounce equivalent for grain/bread, $\frac{3}{4}$ cup for vegetable and $\frac{1}{2}$ cup for fruit. 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.

Signage is not posted to explain a reimbursable meal at lunch and breakfast. When menu choices can be made adequate signage must be posted to explain what constitutes a reimbursable meal.

Meal Components and Quantities –Selected Week (November 14-18, 2016)

Lunch menus reviewed did not contain the required components. On November 16, 2016, the grain/bread was missing from the lunch menu. Lunch menus must offer the following components on a daily basis: meat/meat alternate; grain/bread; vegetable; fruit; and milk.

The lunch menu did not meet the weekly grain/bread ounce equivalent requirement. Menus must contain a minimum of eight grain/bread servings per week for grades K-8. Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

The grain/bread ounce equivalents offered were not whole-grain rich at breakfast. All of the grain/bread ounce equivalents offered 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.

The minimum weekly requirement was not met for the red/orange vegetable subgroup at lunch. The minimum weekly requirement must be met for each vegetable subgroup.

Production Records/Standardized Recipes

Production records were not available for the day of review and selected week. 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.

Recipes used for the day of review and selected week were not standardized. The recipes were missing the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes. Standardized recipes must contain the required information.

Food Safety

The established HACCP plan was not available at Salem Christian School. The HACCP plan must be available on site and training must be implemented to ensure site personnel are following the plan.

After School Snacks

The number of snacks claimed for November 2016 was not accurate because the daily records to support the snack counts were not available. Claims for Reimbursement must be accurately submitted to the state agency.

An on-site review was not conducted during the first four weeks of operation. The local education agency is required to conduct two on-site reviews for each site on an annual basis. The first review must be conducted within the first four weeks of operation. An additional review must be conducted within the school year.

A second on-site review was not conducted. The local education agency is required to conduct two on-site reviews for each site on an annual basis. The first review must be conducted within the first four weeks of operation.

Fiscal Action

As a result of the problems cited, an overclaim for November through December 2016 has been identified for the following programs:

- National School Lunch Program - \$223.46
- School Breakfast Program - \$23.40

Federal regulations allow this office to waive overclaims less than \$600.00; therefore, these overclaims 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.