



Illinois State Board of Education

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James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

March 20, 2017

Agreement No.
17-054-001X-10

David Welch
Carroll Catholic School
111 4th Street
Lincoln, Illinois 62656-2611

Dear Mr. Welch:

Enclosed is the report of the School Nutrition Programs administrative review conducted on February 9, 2017. 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 April 19, 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 Judy Foster at jfoster@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 Carroll Catholic School, Agreement #17-054-001X-10, conducted on February 9, 2017, by Judy Foster, Principal Consultant.

The results of the review were discussed at an exit conference on February 9, 2017, with David Welch, 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:

- Meal Components and Quantities
- Dietary Specifications and Nutrient Analysis
- Civil Rights
- Food Safety
- Outreach

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

Professional Standards

Training hours were not met for the person designated as the director. For school year 2015-16, the director was required to have a minimum of 8 hours of training. For the current school year, the minimum hours of training has increased to 12 hours annually. The response must identify how the director will meet the current annual training requirements.

The principal who works with the School Nutrition Programs did not meet the training requirements. For school year 2015-16, staff working with the School Nutrition Programs were required to have a minimum of 4 hours of training. For the current school year, the minimum hours of training has increased to 6 hours annually for staff who work with School Nutrition Programs 20 or more hours per week. Staff who work 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.

A system is not in place to document training hours. A method to track the number of training hours must be implemented. The USDA Professional Standards Training Tracking Tool or similar alternative may be utilized to document training hours.

Smart Snacks

The site held a food fundraiser and nutrition information was not available to ensure compliance with the Smart Snack requirements. Fundraisers involving the sale of foods and/or beverages are prohibited for grades K-8 unless they meet the Smart Snack requirements. Appropriate documentation, such as a Nutrition Fact label, must be available to validate compliance for future fundraisers.

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.

Certification and Benefit Issuance

Two household eligibility applications for three students were approved reduced price 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.

A child directly certified for free meals in July 2016 was coded for reduced-price status. The benefit issuance document must accurately reflect the eligibility status of each student. When a child is directly certified, the student must receive free meals.

Verification

Multiple pay stubs submitted by the household were not added together and used to determine the household's income. When multiple pay stubs with varying amounts of income are submitted, all pay stubs must be used to determine the household's income.

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.

Meal counts by category for were not correctly used in the Claim for Reimbursement because figures were copied incorrectly. Meal counts by category must be accurately reported each month.

Meal Components and Quantities –Selected Week of Review December 5-9, 2016

The minimum weekly requirement was not met for the beans/peas (legumes) vegetable subgroup at lunch. The minimum weekly requirement must be met for each vegetable subgroup.

The minimum vegetable serving size was not offered at lunch on Monday and Friday. A minimum of $\frac{3}{4}$ cup vegetable must be offered on a daily basis for grades K-8.

Fiscal Action

As a result of the problems cited, an overclaim of \$131.82 for December 2016 through February 2017 has been identified for the National School Lunch Program. Federal regulations allow this office to waive overclaims less than \$600.00; therefore, this overclaim will not be assessed.