



Illinois State Board of Education

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James T. Meeks
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June 2, 2017

Agreement No.
19-022-8030-60

Michael Volpe
School Association of Special Education
In DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532-1631

Dear Mr. Volpe:

Enclosed is the report of the School Nutrition Programs administrative review conducted on May 23 through 25, 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 July 3, 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 Kathryn Dundon at kdundon@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 School Association of Special Education In DuPage County, Agreement #19-022-8030-60, conducted on May 23 through 25, 2017, by Kathryn Dundon, Principal Consultant.

The results of the review were discussed at an exit conference on May 25, 2017, with the following individuals:

- Joan Burger, Business Office Assistant
- Melinda Mathews, Business Office Assistant
- Sam Cannata, Director of Operations
- David Tylavsky, District Manager, Preferred Meals Systems

The following schools were visited during this review:

- Southeast Alternative School
- Westmont Transitions School

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
- On-Site Monitoring
- Professional Standards
- food
- Outreach

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.

On-site Monitoring

Annual on-site reviews of breakfast were not conducted for any of the schools in the district. The purpose of these reviews is to certify that site claims are based on a daily meal count, by category, taken at the point of service. A plan must be developed to ensure that these reviews are conducted by February 1 of each year. Annually, breakfast reviews must be conducted for 50% of the schools participating in the School Breakfast Program. Each site must be reviewed once every two years.

Annual on-site reviews of lunch for the following sites were not conducted:

- Connections Program
- Deaf and Hard of Hearing Programs
- Directions Programs
- STARS Programs
- Visually Impaired Programs
- Multi-needs Programs

The purpose of these reviews is to certify that site claims are based on a daily meal count, by category, taken at the point of service. A plan must be developed to ensure that these reviews are conducted by February 1 of each year.

Westmont Transitions School

As a result of the review at Westmont Transitions School on May 24, 2017, the following problems were identified. All other areas were found to be in compliance.

Food Safety

A request to the local Health Department was not made for last school year's or this 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.

Southeast Alternative School

As a result of the review at Southeast Alternative School on May 23, 2017, the following problems were identified. All other areas were found to be in compliance.

Meal Components and Quantities –Selected Week of Review **April 24-28, 2017**

The minimum weekly requirement for grades K-8 and 9-12 were not met for the dark green vegetable subgroup at lunch. The minimum weekly requirement must be met for each vegetable subgroup.

The minimum fruit serving size was not offered at lunch on Thursday and Friday for grades 9-12. A minimum of one cup fruit must be offered on a daily basis for grades 9-12.

The planned menu for lunch was not followed for the selected week of review for grades K-8 and 9-12 and the substitutions made were not acceptable. The following problems were identified:

- On Thursday and Friday the meals served were “Field Trip Meals” which only offered a ½ cup of fruit for grades 9-12 (one cup is the minimum to be offered).
- The dark green sub-group which was planned to be served those days was replaced ¾ cup Dragon Juice which credited to the “other” sub-group.

When changes occur to the planned menu, the substitutions must be like substitutions to ensure compliance with the daily and weekly meal pattern requirements.

Production Records

Production records did not contain the required information for the day of review and the selected week of review. The following details were missing:

- The grade groups were not recorded for Southeast Alternative breakfast and lunch, and Westmont Transitions for breakfast.
- The extra foods served to meet the larger serving sizes at Southeast Alternative for grades 9-12, were difficult to identify based on the on the way the production record was completed.

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. Additionally, when serving two separate grade groups, the items served and the serving sizes of those items must be obvious.