



# Illinois State Board of Education

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James T. Meeks  
Chairman

Tony Smith, Ph.D.  
State Superintendent of Education

February 22, 2017

Agreement No.  
21-100-0050-26

Keith Liddell  
Carterville Community Unit  
School District 5  
306 Virginia Avenue  
Carterville, Illinois 62918

Dear Mr. Liddell:

Enclosed is the report of the School Nutrition Programs administrative review conducted on November 21 and 22, 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 Kim Nesler at [knesler@isbe.net](mailto:knesler@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 Carterville CUSD 5, Agreement #21-100-0050-26, conducted on November 21 and 22, 2016, by Kim Nesler, Principal Consultant.

The results of the review were discussed at an exit conference on November 22, 2016, with Jeannie Ellis, Food Service Director.

Tri-C Elementary School was visited during this review.

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 Program

During the review, technical assistance was provided in the following areas:

- Certification and Benefit Issuance
- Verification
- Meal Components and Quantities
- Professional Standards
- Food Safety
- Afterschool Snack Program

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**

Certification and benefit issuance documentation were reviewed and the following issues were found:

- Benefits were issued in error. Three children were approved reduced price and receiving free meals. Benefits must be issued in the category in which each student was approved.
- One child was receiving free without determining the eligibility on the basis of a correctly approved application or direct certification documentation. Benefits must be issued in the category in which each student was approved. Children who do not have a current application or direct certification documentation on file must be claimed as paid. A procedure where the approved categories of students are compared to the benefit issuance document must be established.

## **Verification**

Verification procedures were reviewed and the following issues were found:

- The confirmation review of the verified application was not documented. Documentation of the confirmation review must be recorded on each verified application.
- Direct verification was not conducted. Direct verification must be the first step in verifying all household applications that have been selected for verification.

## **Professional Standards**

Professional standards were evaluated for school year 2015-2016 and the following issues were found:

- Training requirements have not been met for 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.
- Training requirements have not been met for the managers. For school year 2015-16, the managers are required to have a minimum of 6 hours of training. For the current school year, the minimum hours of training has increased to 10 hours annually. The response must identify how the manager will meet the current annual training requirements.
- Training requirements have not been met for school nutrition staff (excluding the director). For school year 2015-16, school nutrition staff 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 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 work with the School Nutrition Programs, such as the cashiers and afterschool snack program staff, 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.

### **Tri-C Elementary School**

As a result of the review at Tri-C Elementary on November 21 and 22, 2016, the following problems were identified. All other areas were found to be in compliance.

#### **Meal Components and Quantities – Day of Review**

Thirteen breakfasts 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.

#### **Meal Components and Quantities – Selected Week (October 17-21, 2016)**

The menus were evaluated for the week of October 17 – 21, 2016, and the following issues were found:

- For lunch, the minimum grain/bread serving size was not offered on October 18, 2016. A minimum of one ounce equivalent must be offered on a daily basis.
- 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.

#### **Food Safety**

Temperature logs are not completed for the dry storage area. 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.

### **Afterschool Snack Program**

The number of snacks claimed for October 2016 was not accurate because data input errors occurred. Claims for Reimbursement must be accurately submitted to the state agency.

### **Fiscal Action**

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

- National School Lunch Program - \$192.52
- School Breakfast Program - \$99.32

Federal regulations allow this office to waive overclaims less than \$600.00; therefore, the National School Lunch Program and School Breakfast Program 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.