

February 07, 2025

Agreement No. 26-034-3280-24

Mr. Jason Church  
Hamilton CCSD 328  
1830 Broadway St  
Hamilton, IL 62341-1705

Dear Mr. Jason Church :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on May 9, 10, 2024 and January 29, 2025. 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 Carol Montague at [cmontagu@isbe.net](mailto:cmontagu@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 Hamilton CCSD 328, RCDT number 26-034-3280-24, conducted on May 9, 10, 2024 and January 29, 2025, by Carol Montague, Principal Consultant.

The results of the review were discussed at an exit conference on January 29, 2025, with  
Brittany Bavery, Food Service 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

The following site(s) received an on-site review.

13076 Hamilton Elementary School

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

**Area(s) of Technical Assistance:**

- Local Wellness Policy
- Meal Components and Quantities

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

**Site: Hamilton Elementary School (13076)**

**Meal Components and Quantities**

**Citation:**

At lunch, the portion size of the vegetable did not meet meal pattern requirements. The minimum serving size of the vegetable must be 3/4 cup.

**Citation:**

The lunch menus for April 15-19, 2024 were evaluated and the minimum vegetable serving size was not offered on Tuesday through Friday. A minimum 3/4 cup must be offered on a daily basis.

**Citation:**

Production records for April 15-19, 2024, do not contain the required information.

- 1) The total projected number of servings was not recorded.
- 2) The amount of food used was not recorded.
- 3) The number of leftovers were not recorded.

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:**

Lunch menus for April 15-19, 2024, were not adequate. The minimum weekly portion requirements were not met for the red/orange and other vegetable subgroups at lunch. The minimum weekly portion requirement must be met for each vegetable subgroup.

**Sponsor: Hamilton CCSD 328**

**Local Wellness Policy**

**Citation:**

Documentation of an assessment of the local wellness policy is not on file. Assessments by site must be conducted once every three years. Copies of the triennial assessments must be maintained and available for review.

July 18, 2024

Agreement No. 26-034-3280-24

Mr. Jason Church  
Hamilton CCSD 328  
1830 Broadway St  
Hamilton, IL 62341-1705

Dear Mr. Jason Church :

Enclosed is the report of your School Nutrition Programs Resource Management Review, conducted on July 16, 2024. 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 Robert Turek at [rturek@isbe.net](mailto:rturek@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 Resource Management Review**

This report summarizes the results of the resource management review for the School Nutrition Programs sponsored by the Hamilton CCSD 328, RCDT number 26-034-3280-24, conducted on July 16, 2024, by Robert Turek, Principal Consultant.

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

**Sponsor: Hamilton CCSD 328**

### **Paid Lunch Equity**

**Citation:**

A Paid Lunch Equity tool is required to be completed to ensure that the SFA is charging paid students the adequate rate for lunch.

**Citation:**

The Paid Lunch Equity tool indicated that an increase in the paid meal price was necessary. However, no action was taken to address the price gap. When the paid lunch equity tool requires an increase, the SFA must either contribute nonfederal funds to the school foodservice account, increase lunch prices, utilize a combination of increases and nonfederal contribution, or request a one year exemption that meets criteria.

### **Revenue from Nonprogram Foods**

**Citation:**

Adult meal price is inadequate. Adult meals must be charge at a rate that includes bonus and entitlement of USDA Foods over the highest paid student price outlined by FNS Instructions 782-5 Rev. 1