



February 02, 2024

Agreement No. 28-006-5050-16

Mrs. Jennifer Hamilton
Ohio CHSD 505
PO Box 478
Ohio, IL 61349-0478

Dear Mrs. Jennifer Hamilton :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on February 1, 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.

As a result of the problems cited, an overclaim for December 2023 through February 2024 has been identified. Once all applicable Claims for Reimbursement have been submitted, we will determine if fiscal action is required. Any required fiscal action will be reported to you upon closure of the review, and if applicable, you will have the right to appeal. Any required fiscal adjustments will be made by the Illinois State Board of Education to future Claims for Reimbursement or repayment may be requested by letter.

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 Harley Hepner at hhepner@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 Ohio CHSD 505, RCDT number 28-006-5050-16, conducted on February 1, 2024, by Harley Hepner, Principal Consultant.

The results of the review were discussed at an exit conference on February 1, 2024, with
Danielle Hughes, Administrative Assistant

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.

65047 Ohio Community High School

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

Area(s) of Technical Assistance:

- Certification and Benefit Issuance
- Civil Rights

Food Safety

Local Wellness Policy

Meal Components and Quantities

Outreach

Professional Standards

Verification

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

Site: Ohio Community High School (65047)

Meal Components and Quantities

Citation:

The lunch menus for the selected week of review, December 4-8, 2023, were evaluated and it was determined that the minimum vegetable serving size was not offered on Tuesday (rice & beans). A minimum one cup vegetable must be offered on a daily basis for grades 9-12.

Citation:

Lunch menus for the selected week of review, December 4-8, 2023, were evaluated and it was determined that the minimum weekly portion requirement was not met for the beans/peas (legumes) vegetable subgroup for grades 9-12. The minimum weekly portion requirement must be met for each vegetable subgroup.

Citation:

Breakfast menus for the selected week of review, December 4-8, 2023, were evaluated and it was determined that the weekly grain/bread ounce equivalent requirement was not met. Menus must contain a minimum of nine grain/bread ounce equivalent servings per week for grades 9-12.

Citation:

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

Food Safety, Storage, and Buy American

Citation:

Based upon a review of the storage areas the following problems were identified:

- 1) Thermometers were not present in the dry storage area, the refrigerator, and the freezer.
- 2) A daily tracking log to track temperatures was not completed. To ensure proper temperatures are maintained, thermometers must be provided in all storage areas and temperatures checked and recorded daily.

Sponsor: Ohio CHSD 505

Certification and Benefit Issuance

Citation:

Direct Certification was not conducted three months after the initial report was run. Direct Certification must be conducted near the beginning of the school year, three months after the initial effort, and six months after the initial effort.

Citation:

Benefits were issued in error because one student was receiving free meals without determining the eligibility on the basis of a correctly approved Household Eligibility Application or Direct Certification documentation. 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.

Citation:

When benefits have been extended to other children in an eligible household, adequate documentation was not maintained. The extension of benefits to additional household members must be documented and available for review.

Citation:

Households were not notified of their children's approval through Direct Certification. Households must be notified of their children's automatic approval as a result of Direct Certification.

Verification

Citation:

Annual verification of household eligibility applications was not conducted. 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.

Food Safety, Storage, and Buy American

Citation:

The food safety plan on file was the template found on the Nutrition Programs website. A food safety plan specific to the district and each site, including standard operating procedures, must be developed and implemented.

Outreach

Citation:

Households have not been notified of the availability of the School Breakfast Program. At or near the beginning the school year, LEA's must inform households of the availability of the School Breakfast Program. The notification should include such factors as the location, time, and price.

Citation:

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.

Professional Standards

Citation:

Professional Training standards for SY 2022-2023 were evaluated and the following problems were identified:

1) The SFA does not have an individual designated as the Food Service Director who is assuming 12 hours of school meals training annually. Each SFA must have an individual designated to assume 12 hours of training annually (including Civil Rights training) for School Nutrition Programs.

2) Training hours were not met for school administrative and frontline staff who work full-time with the School Nutrition Programs. Staff who work more than 20 hours per week with School Nutrition Programs are required to have a minimum of 6 hours training (including Civil Rights training) annually.

3) A method to track the number of training hours must be implemented. The USDA Professional Standards Training Tracking Tool or a comparable method may be utilized to document training hours.

The response must identify how annual training requirements will be monitored, fulfilled, and documented.

Local Wellness Policy

Citation:

Documentation of an assessment of the local wellness policy is not on file. Assessments must be conducted once every three years. A report must be on file that describes the extent to which your schools comply with the local wellness policy, the extent to which your local policy aligns with model policies and a description of progress towards attaining policy goals. This must be publicly posted.



February 29, 2024

Agreement No. 28-006-5050-16

Mrs. Jennifer Hamilton
Ohio CHSD 505
PO Box 478
Ohio, IL 61349-0478

Dear Mrs. Jennifer Hamilton :

Enclosed is the report of your School Nutrition Programs Resource Management Review, conducted on February 26, 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 Michael Gogerty at mgogerty@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 Ohio CHSD 505, RCDT number 28-006-5050-16, conducted on February 26, 2024, by Michael Gogerty, Principal Consultant.

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

Sponsor: Ohio CHSD 505

Paid Lunch Equity

Citation:

Student lunch price did not show an increase over the two years coming out of the pandemic.