



# Illinois State Board of Education

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James T. Meeks  
Chairman

Tony Smith, Ph.D.  
State Superintendent of Education

March 24, 2017

Agreement No.  
28-037-2250-26

Shannon Bumann  
Alwood Community Unit School District 225  
301 East 5th Avenue  
Woodhull, Illinois 61490

Dear Mr. Bumann:

Enclosed is the report of the School Nutrition Programs administrative review conducted on February 7 and 8, 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 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 Tim Folger at [tfolger@isbe.net](mailto:tfolger@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 Alwood Community Unit School District 225, Agreement #28-037-2250-26, conducted on February 7 and 8, 2017, by Tim Folger, Principal Consultant.

The results of the review were discussed at an exit conference on February 8, 2017, with Andrea Bolduc, Unit Secretary.

Alwood 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

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

- Meal Counting and Claiming
- Meal Components and Quantities
- Afterschool Snack

## **Alwood Elementary School**

As a result of the review at Alwood Elementary School on February 7 and 8, 2017, the following problems were identified. All other areas were found to be in compliance.

### **Meal Counting and Claiming**

On the day of review, the site did not utilize an acceptable meal counting system at breakfast. Meal counts were not taken at the point of service. All meal counts must be taken on a daily basis at the point of service, which is where a determination can accurately be made that a free, reduced-price, or paid meal has been served to an eligible child.

### **Meal Components and Quantities – Day of On-Site Observation**

At lunch, the portion size of the vegetable did not meet meal pattern requirements. The minimum serving size of the vegetable must be  $\frac{3}{4}$  cup.

### **Meal Components and Quantities –Selected Week - October 31-November 4, 2016**

The following deficiencies were noted with the lunch menu:

- The grains/breads offered were not all whole-grain rich. All of the grain/bread ounce equivalents offered each week must be whole-grain rich.
- The minimum weekly requirements were not met for the dark green vegetable subgroup. The minimum weekly requirement must be met for each vegetable subgroup.
- The minimum vegetable serving size was not offered at lunch on Tuesday, Wednesday and Friday. A minimum  $\frac{3}{4}$  cup must be offered on a daily basis.

At breakfast, some of the grains/breads were not whole-grain rich. The weekly minimum grain/bread ounce equivalents must be whole-grain rich.

### **Afterschool Snack - Meal Components and Quantities**

On December 1, 2016, the second required component was missing from the snack menu. Snacks must contain two of the following components: a meat/meat alternate, grain/bread, vegetable/fruit/100% juice, or milk. If juice is served, milk cannot be the other component.

### **Fiscal Action**

As a result of the problems cited, an overclaim of \$25.95 for December 2016 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.