



Illinois State Board of Education

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James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

January 30, 2017

Agreement No.
30-039-1650-16

Stephen Murphy
Carbondale CHSD 165
330 South Giant City Road
Carbondale, Illinois 62902

Dear Mr. Murphy:

Enclosed is the report of the School Nutrition Programs administrative review conducted on November 28 and 29, 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 1, 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. 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 Carbondale CHSD 165, Agreement # 30-039-1650-16 conducted on November 28 and 29, 2016, by Kim Nesler, Principal Consultant.

The results of the review were discussed at an exit conference on November 29, 2016, with Stephen Murphy, Superintendent.

Carbondale High 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

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

- Certification and Benefit Issuance
- Verification
- Meal Components and Quantities
- Wellness Policy

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

The certification and benefit issuance procedures were evaluated and the following issues were found:

- One household eligibility application was approved in the wrong category. This application was approved free and should be reduced price. A procedure must be established to ensure household eligibility applications are approved in the appropriate category according to the current income guidelines.
- Benefits were issued in error. One student approved as free but receiving reduced price benefits. Benefits must be issued in the category in which each student was approved.
- When changes in benefits occur due to Direct Certification, the benefit issuance document was not updated. One student was on the October Direct Certification list and is still receiving reduced price benefits. The benefit issuance document must accurately reflect the eligibility status of each student. Increases in benefits must occur within 3 operating days.

Verification

Benefits of one student from a household that did not cooperate with verification were not terminated. These benefits must be terminated immediately. Within 10 calendar days after the 10 calendar day advance notice, benefits must be terminated.

Meal Components and Quantities – Day of Review

At lunch, the portion size of the burrito did not meet meal pattern requirements. The minimum serving size of the meat/meat alternate must be a 2 ounce equivalent.

Meal Components and Quantities – Selected Week (October 17 through 21, 2016)

The menus for the selected week were evaluated and the following issues were found:

- At breakfast, the amount of fruit juice available to students on a weekly basis exceeds the allowable amount. The amount of juice available on a weekly basis must not exceed half of the total weekly fruit portion.
- At breakfast, production records do not contain the required information for the selected week. Portion sizes were not recorded for the pop-tarts, bagels, muffins, and oatmeal. 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.

Wellness Policy

The number of exempted fundraising days exceeded the state defined limit of 9 per year for grades 9-12. The number of exempted fundraising days at each site must not exceed the limit allowed by 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 - \$201.72
- School Breakfast Program - \$62.43

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.