

October 24, 2024

Agreement No. 31-045-057P-00

Mr. Brian McGowan
Special Education Services
195 Poplar Pl
North Aurora, IL 60542-1404

Dear Mr. Brian McGowan :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on October 15, 16, 17, 18, 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 June 2024 has been identified for the following:

National School Lunch Program - \$2,623.05

Fiscal adjustments for the \$2,623.05 overclaim will be made by the Illinois State Board of Education to future Claims for Reimbursement or repayment may be requested by letter. If you do not agree with the overclaim, you have the right to appeal. A copy of the appeal procedures is enclosed.

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 assessments and a new fiscal adjustment amount will be calculated and assessed.

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 Paul Hansen at phansen@isbe.net. For all other questions, please contact our office at 800/545-7892.

Sincerely,



Mark R. Haller, SNS
Director
Nutrition Programs

Enclosure

**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 Special Education Services, RCDT number 31-045-057P-00, conducted on October 15, 16, 17, 18, 2024, by Judy Foster, Mary Newman and Paul Hansen, Principal Consultants.

The results of the review were discussed at an exit conference on October 18, 2024, with

Viver Johnson, Chief Compliance Officer

Brian McGowan, CFO

Kelly James, 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.

73423 Menta Acad Cornerstone Taylorville

78935 Menta Academy - Dekalb

79640 Menta Academy - Plainfield Life Skills

81135 Menta Academy Springfield

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

Area(s) of Technical Assistance:

Food Safety

Local Wellness Policy

Meal Components and Quantities

Meal Counting and Claiming

Professional Standards

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

Site: Menta Acad Cornerstone Taylorville (73423)

Food Safety, Storage, and Buy American

Citation:

A request to the local Health Department was not made for last school year's second sanitation inspection. When two food sanitation inspections have not occurred by January 31, the sponsor is required to send a letter to the local health department requesting the food service inspections for each site where food is prepared and served.

Meal Components and Quantities

Citation:

The lunch menu, production records, and invoices/receipts for food purchased in June 2024, were not available for review. Fiscal action was assessed for this missing documentation for lunch. Lunch menus must be documented on a daily basis and include the following components: meat/meat alternate; grain/bread; vegetable; fruit; and milk. Production records must also be completed each day and contain 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.

Site: Menta Academy - Dekalb (78935)

Meal Components and Quantities

Citation:

On the day of the on-site observations the following problems were identified:

- 1) At breakfast, the portion size of the fruit (4 ounce 100% juice = 1/2 cup fruit) did not meet meal pattern requirements. The minimum serving size of the fruit must be 1 cup daily for grades K-12.
- 2) At lunch, for grades 9-12, the portion size of the fruit (4 ounces strawberries = 1/2 cup fruit) did not meet meal pattern requirements. The minimum serving size of the fruit must be 1 cup daily for grades 9-12.

Citation:

The menu appears to be planned to only meet the 9-12 grade group. Since the 9-12 grade group does not overlap the nutritional requirements of the K-8 grade group, separate menus must be planned to meet the needs of both grade groups.

Citation:

Although a production record was available for both breakfast and lunch, the site staff did not complete the post production sections such as the amount of food used, the number of reimbursable meals served for each item, and the number of left-overs. Production records must be fully completed on a daily basis. The record 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:

Breakfast production records for the selected week of review, June 10-14, 2024, were evaluated and the following problems were identified:

- 1) A production record was not available for Friday, June 14. Production records must be completed on a daily basis.
- 2) The production records did not contain the number of leftovers. Production records must contain 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:

Signage was not posted to explain all reimbursable meal options 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:

A copy of the most recent health inspection was not posted in a prominent viewing area. The site must post a copy of the most recent health inspection in a prominent viewing area.

Citation:

Although temperature logs are completed on a daily basis, the logs are not completed until after the breakfast and lunch meal services. On a daily basis, the temperatures of prepared cold/hot foods and all storage areas must be recorded first thing each morning to ensure appropriate temperatures for all storage areas.

Site: Menta Academy - Plainfield Life Skills (79640)

Meal Components and Quantities

Citation:

On the day of the lunch observation, the following portion size problems were identified:

- 1) The vegetables offered for the K-8 grade group did not meet meal pattern requirements because only 1/4 cup corn and 1/4 cup black beans were offered. The minimum serving size for the vegetable must be 3/4 cup for grades K-8.
- 2) The vegetables offered for the 9-12 grade group did not meet meal pattern requirements because only 1/4 cup corn and 1/2 cup black beans were offered. The minimum serving size for the vegetable must be 1 cup daily for grades 9-12.
- 3) The meat/meat alternate offered for the 9-12 grade group did not meet meal pattern requirements because the shredded chicken appeared to be less than 2 ounces. The minimum serving size for the meat/meat alternate must be 2 ounces for grades 9-12.
- 4) The fruit offered for the 9-12 grade group did not meet meal pattern requirements because only 1/2 cup fruit (apple slices) was offered. The minimum serving size for fruit must be 1 cup daily for grades 9-12.

The minimum serving size must be met for each grade group. Appropriate nutrition documentation, such as standardized recipes, including Child Nutrition (CN) labels and/or Product Formulation Statements (PFS), must be available to validate the contributions of the food items to the meal pattern requirements.

Citation:

The lunch menus for the selected week of review, June 10-14, 2024, were evaluated and on Monday, the daily portion size for the Turkey Ham Sandwich did not meet the minimum meat/meat alternate serving size for the grade group 9-12. A minimum of two ounces meat/meat alternate equivalents must be offered on a daily basis for grades 9-12.

Citation:

Recipes used in food preparation for the selected week of review, June 10-14, 2024, and it was determined that a standardized recipe was not available for the deli sandwiches offered on Monday and Tuesday. Standardized recipes must be on file when two or more ingredients are combined. Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

Citation:

The breakfast production record was not completed accurately prior to the beginning of the meal service on the day of the observation. Production records must be started prior to each meal service to indicate the planned meal components. The record 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:

Breakfast production records for the selected week of review, June 10-14, 2024, were evaluated and the following problems were identified:

- 1) Portion sizes were not recorded accurately because the graham crackers listed what the item credited to not the actual portion size (listed one ounce instead instead of listing two packages). Portion sizes should indicate the actual serving size not what the item credits to.
- 2) Milk did not include specific type of milk such as flavored or unflavored. 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.

Site: Menta Academy Springfield (81135)

Counting and Recording Daily Meal Totals

Citation:

Meal counts for lunch were not correctly used in the June 2024 Claim for Reimbursement. The following problems were identified:

- 1) Figures were copied incorrectly.
- 2) Seven lunches were claimed on June 24; however, the meal count sheet did not have the individual meal numbers marked through.

Meal count sheets must be accurately completed and the number of meals accurately reported each month.

Meal Components and Quantities

Citation:

Water was offered as an alternative option for milk in a reimbursable meal. Although water must be offered throughout the meal service, it may not replace offering against the required milk component.

Citation:

The lunch menu, production records, and invoices/receipts for food purchased in June 2024, were not available for review. Fiscal action was assessed for this missing documentation for lunch. Lunch menus must be documented on a daily basis and include the following components: meat/meat alternate; grain/bread; vegetable; fruit; and milk. Production records must also be completed each day and contain 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.

Sponsor: Special Education Services

Reporting and Recordkeeping

Citation:

For June 2024, the Plainfield Int (80406) and Springfield Int (81136) sites did not claim their students enrolled in the intensive program under the correct program/site numbers because their meal counts were included with the other non-intensive enrolled student at those sites. All students enrolled in the intensive program must have their meal counts claimed under the correct program/site number on the monthly claim for reimbursement.

Appeal Procedures National School Lunch Program

If you do not agree with the administrative decision made by the Illinois State Board of Education regarding your organization's participation in the National School Lunch Program, you have the right to appeal that decision. You may either request 1) to have records reviewed; 2) a hearing which you may attend in person; or 3) records review and a hearing. The following are the appeal procedures with strict timelines.

- You must make a formal written request to have records reviewed or to have a hearing within fifteen (15) calendar days from the date you receive our notice of action.
- Mail your request to the Nutrition Programs, Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777. The State Superintendent or his designee will act as the review official and acknowledge the receipt of the request for appeal within ten (10) calendar days. The review official will be an independent and impartial officer other than, and not accountable to, any person authorized to make decisions that are subject to appeal.
- If you request a review of records, you must submit the written documents to the review official. In order to be considered, the written documents must be filed with the review official not later than thirty (30) calendar days after you receive our notice of action.
- You may retain legal counsel or be represented by another person.
- A hearing will be held by the review official, in addition to or in lieu of a review of written information submitted by you, only if you so specify in the letter of request for review.
- Any information on which our action was based shall be available to you for inspection from the date of receipt of the request for review.
- You will be notified by certified mail, return receipt requested, at least ten (10) calendar days prior to the time and place of the hearing.
- Failure by you or your representative to appear at a scheduled hearing shall constitute your institution's waiver of the right to a personal appearance before the review official unless the review official agrees to reschedule the hearing.
- The review official shall make a determination based on information provided by this office, by you, and according to program regulations.
- The review official will inform you of his/her decision of your appeal within sixty (60) calendar days of your request for a hearing.
- Our action will remain in effect during the appeal process. However, participating school food authorities, institutions and facilities may continue to operate under the program during an appeal of intent to terminate unless the action was based upon imminent dangers to the health or welfare of children. If this is the case, it will be specified in our notice of action.
- The determination by the state review official is the final administrative determination to be afforded to you.



Dr. Tony Sanders, State Superintendent of Education
Dr. Steven Isoye, Chair of the Board

100 N. First Street • Springfield, IL 62777
555 W. Monroe Street, Suite 900 • Chicago, IL 60661

isbe.net

January 23, 2025

Agreement No.
31-045-057P-00

Mr. Brian McGowan
Special Education Services
195 Poplar Pl
North Aurora, IL 60542-1404

Dear Mr. Brian McGowan :

Enclosed is the report of your School Nutrition Programs Resource Management Review, conducted on January 21, 2025.

The program was found to be in compliance on the day of the review. The assistance and the cooperation of the sponsor personnel during the 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,

A handwritten signature in black ink that reads "Mark R. Haller".

Mark R. Haller, SNS
Director
Nutrition Programs

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 Special Education Services, RCDT number 31-045-057P-00, conducted on January 21, 2025, by Michael Gogerty, Principal Consultant.

As a result of the review, the sponsor was found to be in compliance with the program requirements evaluated; therefore, no response is required.