



Illinois State Board of Education

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James T. Meeks
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February 23, 2017

Agreement No.
32-038-2490-26

James Mann
Crescent Iroquois Community Unit
School District 249
Post Office Box 190
Crescent City, Illinois 60928-0190

Dear Mr. Mann:

Enclosed is the report of the School Nutrition Programs administrative review conducted on January 19 and 20, 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 March 27, 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 Julie Burd at jburd@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 Crescent Iroquois Community Unit School District 249, Agreement #32-038-2490-26, conducted on January 19 and 20, 2017 by Julie Burd, Principal Consultant.

The results of the review were discussed at an exit conference on January 20, 2017, with James Mann, Superintendent; and Melissa Welker, Head Cook.

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:

- Meal Counting and Claiming
- Meal Components and Quantities
- Offer Versus Serve
- Local School 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

One student was approved as free, but was receiving reduced-price benefits. Benefits must be issued in the category in which each student was approved. A procedure where the approved categories of students are compared to the benefit issuance document must be established.

Local School Wellness Policy

The local wellness policy is not evaluated on a periodic basis. A plan must be established to evaluate the policy periodically to ensure each school is meeting the local wellness policy. The content and implementation of the Local School Wellness Policy must be made readily available to the public.

Professional Standards

Training requirements were not met for the School Nutrition Program Director for SY 2015-16. The director was required to have a minimum of eight hours of training last school year and twelve hours of training from this school year forward. The response must identify how the director will meet the training requirements on an annual basis.

Training requirements were not met for school nutrition staff. The minimum annual hours of training for staff that works less than 20 hours per week is four hours. The response must identify how school nutrition staff will meet the current annual training requirements.

Crescent City Grade School

As a result of the review at Crescent City Grade School on January 19 and 20, 2017, the following problems were identified. All other areas were found to be in compliance.

Meal Counting and Claiming

The monthly edit did not include the correct attendance factor. Prior to submitting the monthly Claim for Reimbursement, procedures must be implemented to perform edits of daily meal counts for each site. An accurate attendance factor must be used to when documenting the required edits.

On the day of review, the site did not utilize an acceptable meal counting system at lunch because meal counts were not taken at the point of service. The food service director did not remain at the point of service where the students were counted to ensure a reimbursable meal was served. 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 counts by category were not correctly used in the Claim for Reimbursement for breakfast and lunch because the checklists were incorrectly counted. Meal counts by category must be accurately reported each month.

Offer Versus Serve

"Offer versus Serve" procedures were evaluated at the on-site observations for breakfast and lunch and the following problems were identified:

- At lunch, children were required to select milk, grain, and fruit or vegetable. Other than the requirement to select a fruit or vegetable, students must be allowed to decide which components they will select.
- At breakfast, children were required to select milk, grain, and fruit. Other than the requirement to select a fruit, students must be allowed to decide which components they will select.
- Signage was not posted at breakfast to explain a reimbursable meal under Offer vs. Serve. When implementing Offer vs. Serve, adequate signage must be posted to explain what constitutes a reimbursable meal.

Meal Components and Quantities –Selected Week of Review November 14–18, 2016

Breakfast menus and production documentation were reviewed and the following problems were identified:

- The menus did not meet the weekly grain/bread ounce equivalent requirement. Breakfast menus must contain a minimum of eight grain/bread ounce equivalent servings per week for grades K-8. In addition, appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.
- The minimum grain/bread serving size was not offered with the cereal menu option on November 15, 16, and 18, 2016. A minimum of one ounce grain/bread equivalent must be offered at breakfast on a daily basis for grades K-8. In addition, appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.
- The grain/bread ounce equivalents offered were not whole-grain rich with the muffin and cereal options on November 14, 15, 16, and 18, 2016. The minimum grain/bread ounce equivalents offered each day must be whole-grain rich.
- The minimum fruit serving size was not offered on November 15 and 18, 2016. A minimum of one cup fruit must be offered at breakfast on a daily basis for grades K-12.
- The amount of fruit juice available to students on a weekly basis exceeded the allowable amount. The amount of juice available on a weekly basis must not exceed half of the total weekly fruit portion.

Lunch menus and production documentation were reviewed and the following problems were identified:

- The meat/meat alternate was missing on November 15, 2016 with the nacho supreme menu option. Lunch menus must offer the following components on a daily basis: meat/meat alternate; grain/bread; vegetable; fruit; and milk.
- The minimum meat/meat alternate serving size was not offered on November 17 and 18, 2016. A minimum of one ounce equivalent meat/meat alternate must be offered on a daily basis for grades K-8. In addition, appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.
- The weekly minimum meat/meat alternate ounce equivalents were not offered. Lunch menus must contain a minimum of nine meat/meat alternate ounce equivalents per week for grades K-8. In addition, appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.
- The minimum weekly requirements were not met for the dark green, red/orange, and beans/peas vegetable subgroups. The minimum weekly requirement must be met for each vegetable subgroup.
- The minimum vegetable serving size was not offered on November 14, 15, 17, and 19. A minimum of $\frac{3}{4}$ cup vegetable must be offered on a daily basis for grades K-8.

Production Records/Standardized Recipes

Production records did not contain the required information for the day of review and selected week of review. The following details were missing:

- All specific foods and condiments served were not included.
- The recipe or product name was not recorded for all foods.
- Portion sizes were not recorded.
- The student and total projected number of servings were not recorded.
- The amount of food used was not recorded.
- The number of leftovers was 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.

The recipe for the meatball sub was not followed on the day of review. Standardized recipes must be followed to ensure a consistent product is produced and to ensure the integrity of the recipe.

Recipes used for the day of review and selected week of review were not standardized because the recipes were missing the weight or measurement of each ingredient. Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

Water

Drinking water was not made available to the students throughout breakfast. Throughout the meal service, water must be made available to students.

Food Safety

Temperature logs were not completed. On a daily basis, the temperatures of prepared cold/hot foods and all storage areas must be recorded. These temperature logs must be maintained on file for six months.

Fiscal Action

As a result of the problems cited, an overclaim for November and December 2016 has been identified for the following programs:

- National School Lunch Program - \$81.00
- School Breakfast Program - \$12.21

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.