Illinois State Board of Education

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January 25, 2017

<u>Agreement No.</u>
33-000-0000-00

Jodi Scott
Henderson/Knox/Mercer/Warren ROE
105 North East Street
Monmouth, Illinois 61462

Dear Hon. Scott:

Enclosed is the report of your School Nutrition Programs administrative review conducted on December 1 through 5, 2016. The program was found to be in compliance on the day of the review.

The assistance and cooperation of sponsor personnel during the review was appreciated. If you have questions regarding your review, please contact Cheryl Williams at chewilli@isbe.net. For all other program questions, please contact our office at 800/545-7892**.**

Sincerely,

Mark R. Haller, SNS
Division Administrator
Nutrition and Wellness Programs

Enclosure

cc: File

<u>**SCHOOL NUTRITION PROGRAMS**</u>

<u>**ADMINISTRATIVE REVIEW REPORT**</u>

This report summarizes the results of the administrative review of the School Nutrition Programs sponsored by Henderson/Knox/Mercer/Warren ROE, Agreement # 33-000-0000-00, conducted on December 1 through 5, 2016, by Cheryl Williams, Principal Consultant.

The results of the review were discussed at an exit conference on December 5, 2016, with Ginger Taylor, Administrative Assistant.

RAES West 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, the sponsor was found to be in compliance with the program requirements evaluated; therefore, no response is required.