

October 10, 2025

Agreement No. 33-036-2350-26

Stacey Day
West Central CUSD 235
1514 US Route 34
Biggsville, IL 61418-5012

Dear Stacey Day :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on January 9, 10, 2025 and March 14, 2025 and September 8, 2025. 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. The response to each citation must detail specific actions taken to correct the problems cited. Corrective action must be applied to all sites, as applicable, to ensure system-wide deficiencies are addressed.

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 Carol Montague at cmontagu@isbe.net. For all other questions, please contact our office at 800/545-7892.

Sincerely,



Mark R. Haller, SNS
Director
Nutrition Programs

Enclosure

CC: File

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 West Central CUSD 235, RCDT number 33-036-2350-26, conducted on January 9, 10, 2025 and March 14, 2025 and September 8, 2025, by Carol Montague, Principal Consultant.

The results of the review were discussed at an exit conference on September 8, 2025, with Stacey Day, Superintendent

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.

13110 West Central High School

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

Area(s) of Technical Assistance:

Dietary Specifications and Nutrient Analysis

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: West Central High School (13110)

Offer versus Serve

Citation:

"Offer versus Serve" has not been implemented correctly at lunch.

- 1) Children are required to select milk. Other than the requirement to select a fruit or vegetable, students must be allowed to decide which components they will select.
- 2) For the salad bar, children are allowed to take a smaller portion size than the planned serving size. A minimum of 1/2 cup fruit or vegetable must be selected plus two other components in their full required portion size.

Citation:

It does not appear cafeteria staff are adequately trained on Offer vs. Serve. Cafeteria staff must be sufficiently trained on Offer vs. Serve requirements for lunch and breakfast.

Meal Components and Quantities

Citation:

The lunch menus for November 18-22, 2024, were evaluated and the daily portion sizes were not met in the following instances:

- 1) The minimum vegetable serving size was not offered on any day. A minimum one cup must be offered on a daily basis.
- 2) The minimum fruit serving size was not offered on any day. A minimum of one cup must be offered on a daily basis.

Citation:

Production records for November 18-22, 2024, do not contain the required information. The following details were missing:

- 1) Portion sizes were not recorded accurately.
- 2) The student and total projected number of servings were not accurate.
- 3) The amount of food used was not accurately recorded.
- 4) The number of leftovers were not accurately 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.

Citation:

Daily portion size issues were found with the November 18-22, 2025, breakfast menus. Product information was not available for the Tornado and French toast sticks; therefore, it could not be determined if the products met the one ounce daily grain/bread equivalent required. Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

Citation:

Breakfast production records for November 18-22, 2024 were not adequate. Production records do not contain the required information. The following details were missing:

- 1) Portion sizes were not recorded accurately.
- 2) The student and total projected number of servings were not accurately recorded.
- 3) The amount of food used was not accurately recorded.
- 4) The number of leftovers were not accurately recorded.

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:

Lunch menus for November 18-22, 2024 were not adequate.

- 1) For the hot meal option, at least 80% of the grain/bread ounce equivalents offered for the week were not whole-grain rich. At a minimum, at least 80% of the grain/bread ounce equivalents offered each week must be whole-grain rich.
- 2) For the hot meal option, the minimum weekly portion requirements were not met for the dark green, red/orange, starchy and other vegetable subgroups at lunch. The minimum weekly portion requirement must be met for each vegetable subgroup.
- 3) For the salad bar option, at least 80% of the grain/bread ounce equivalents offered for the week were not whole-grain rich. At a minimum, at least 80% of the grain/bread ounce equivalents offered each week must be whole-grain rich.
- 4) For the salad bar option, the minimum weekly portion requirements were not met for the beans/peas/lentils and starchy at lunch. The minimum weekly portion requirement must be met for each vegetable subgroup.

Citation:

Breakfast menus for November 18-22, 2025 were evaluated. 1) The weekly grain/bread ounce equivalent requirement was not met. Menus must contain a minimum of nine grain/bread servings per week for grades 9-12.

2) 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.

Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

On-site Monitoring

Citation:

When on-site reviews identified problems with the food safety plan, corrective action was not implemented. Corrective action must be implemented when problems are identified during the on-site reviews.

Sponsor: West Central CUSD 235

Food Safety, Storage, and Buy American

Citation:

The food safety plan on file was the template found on the Nutrition Programs website. A food safety plan specific to the district and each site, including standard operating procedures, must be developed and implemented.

Professional Standards

Citation:

- 1) The SFA does not have an individual who is assuming 12 hours of school meals training annually. Each SFA must have an individual designated to assume 12 hours of training annually for School Nutrition Programs.
 - 2) Training hours have not been met for school nutrition staff who work 20 or more hours per week. The minimum hours of training is 6 hours annually for staff who work 20 or more hours per week.
 - 3) Training hours have not been met for school nutrition staff who work less than 20 hours per week. The minimum hours of training is 4 hours training annually.
 - 4) Training hours have not been met for school staff who work with the School Nutrition Programs. The minimum hours of training is 6 hours annually for staff who work with School Nutrition Programs 20 or more hours per week. Staff who work less than 20 hours per week with School Nutrition Programs are required to have a minimum of 4 hours training annually.
- The response must identify how annual training requirements will be monitored and fulfilled.

Local Wellness Policy

Citation:

The local wellness policy is not available to the public. The local wellness policy must be highlighted in a public platform such as school or community website, social media, newsletter, school or community bulletin boards and/or newspaper.

Citation:

The triennial assessment report was not made available to the public. Public notification of the triennial assessment report is required and may be achieved by posting on the school website, including in presentations made to parents and staff, providing copies at school events, or placing information on social media or in newsletters/newspapers.

Procurement

Citation:

A non-domestic food item, including frozen broccoli from Mexico, was found in the inventory. SFAs must monitor suppliers' compliance with the Buy American provision by reviewing products and invoices to identify the country of origin. When exceptions are purchased, adequate documentation must be available to justify the purchase. Documentation must include the date, country of origin, and reason for Buy American exception.

May 17, 2024

Agreement No.
33-036-2350-26

Stacey Day
West Central CUSD 235
1514 US Route 34
Biggsville, IL 61418-5012

Dear Stacey Day :

Enclosed is the report of your School Nutrition Programs Resource Management Review, conducted on May 15, 2024.

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,



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 West Central CUSD 235, RCDT number 33-036-2350-26, conducted on May 15, 2024, 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.