



June 01, 2023

Agreement No. 33-048-002P-00

Ms. Wendi Steck
County of Knox
1319 E 5th St
Galesburg, IL 61401-6698

Dear Ms. Wendi Steck :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on May 24, 25, 2023. The report identifies the problems cited during the review and the corrective action recommended.

Due to the severity of the problems identified, County of Knox will receive a follow-up review.

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.

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 Harley Hepner at hhepner@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

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 County of Knox, RCDT number 33-048-002P-00, conducted on May 24, 25, 2023, by Harley Hepner, Principal Consultant.

The results of the review were discussed at an exit conference on May 25, 2023, with
Sandra McDorman, Food Service/Cook
Wendi Steck, 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

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
- Outreach

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

Site: Mary Davis Home (13511)

Meal Components and Quantities

Citation:

On the day of the on-site observation for breakfast and lunch, the portion size of the fruit served at both meal services did not meet meal pattern requirements. At breakfast, the minimum serving size of the fruit must be one cup daily for grades K-8 and at lunch one cup daily for grades 9-12.

Citation:

On the day of the on-site observation for breakfast and lunch, the site did not offer two fat-free options or a low-fat (1% milk fat or less) and a fat-free milk choices. Students must be offered the appropriate milk choices.

Citation:

The lunch menus for the selected week of review, April 17-21, 2023, were evaluated and the following daily portion size problems were identified:

- 1) The minimum grain/bread serving size was not offered on Tuesday for grades 9-12. A minimum of two ounce grain/bread equivalents must be offered on a daily basis for grades 9-12.
- 2) The minimum vegetable serving size was not offered on Monday and Wednesday through Friday for grades 6-8 and grades 9-12. A minimum of 3/4 cup vegetable must be offered on a daily basis for grades 6-8 and one cup vegetable daily for grades 9-12.
- 3) The minimum fruit serving size was not offered on Monday through Friday for grades 9-12. A minimum of one cup fruit must be offered on a daily basis for grades 9-12.

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

Citation:

Lunch production records for the selected week of review, April 17-21, 2023, were evaluated and the following problems were identified:

- 1) All specific foods served were not included.
- 2) The recipe or product name was not recorded for all foods.
- 3) The grade group were 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.

Citation:

Daily portion size issues were found with the selected week of review, April 17-21, 2023, breakfast menus and it was determined that the minimum fruit serving size was not offered on Monday through Friday. A minimum of one cup fruit must be offered on a daily basis for grades K-12.

Citation:

Lunch menus for the selected week of review, April 17-21, 2023, were evaluated and the following problems were identified:

- 1) The dark green, red/orange, and beans/peas (legumes), vegetable subgroups were not offered any time during the week evaluated for all grade groups. The minimum weekly requirement must be met for each vegetable subgroup for all grade groups.
- 2) The site did not offer two fat-free or a low-fat (1% milk fat or less) and a fat-free milk options for all grade ranges. Students must be offered two different milk choices for all grade groups.
- 3) It could not be determined if the daily meat/meat alternate requirement was met on Friday for all grade groups because an adequate Child Nutrition (CN) label or Product Formulation Statement (PFS) was not available for the beef stew. Appropriate nutrition documentation must be available to validate the contributions of the food items to the meal pattern requirements.

Citation:

Breakfast menus for the selected week of review, April 17-21, 2023, were evaluated and the following problems were identified:

1) At least 80% of the grain/bread ounce equivalents offered for the week were not whole-grain rich. At a minimum, 80% of the grain/bread ounce equivalents required each week must be whole-grain rich for grades K-12.

2) 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.

3) The site did not offer two fat-free or a low-fat (1% milk fat or less) and a fat-free milk (two milk options). Students must be offered the appropriate milk choices.

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

Food Safety, Storage, and Buy American

Citation:

Temperature logs are not documented on a daily basis. On a daily basis, the temperatures of prepared cold/hot foods and all storage areas (dry storage, coolers, freezers, etc.) must be recorded. These temperature logs must be maintained on file for six months.

Counting and Recording Daily Meal Totals

Citation:

While on the day of review the counting method was acceptable, it was discovered that during the month of review (April 2023) the site had not utilized an acceptable meal counting system at breakfast and lunch because meal counts were not taken at the point of service after all components were offered. All meal counts must be taken and recorded on a daily basis at the point of service which is where a determination can accurately be made that a free meal has been served to an eligible child. Fiscal action was not taken since the meal counts were accurate, just the procedure needs corrected.

Sponsor: County of Knox

Food Safety, Storage, and Buy American

Citation:

A food safety plan has not been developed as required by the Child Nutrition and WIC Reauthorization Act of 2004. A food safety plan should be developed and implemented under the principles of Hazard Analysis and Critical Control Point (HACCP). A food safety plan must be developed and implemented based on the principles of HACCP.

Local Wellness Policy

Citation:

A local wellness policy has not been established. You must ensure this office that a local wellness policy will be developed to comply with program regulations. In addition, a wellness committee must be formed to ensure the local wellness policy is reviewed and updated a minimum of once every three years using the triennial assessment form. The final adopted local wellness policy and the completed triennial assessment must be posted publicly.

Outreach

Citation:

Households have not been notified of the availability of the Summer Food Service Program. Outreach to households regarding the Summer Food Service Program must occur before the end of the school year.