



Illinois State Board of Education

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James T. Meeks
Chairman

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State Superintendent of Education

January 30, 2017

Agreement No.
33-048-2050-26

Ralph Grimm
Galesburg Community Unit School District 205
Post Office Box 1206
Galesburg, Illinois 61402

Dear Mr. Grimm:

Enclosed is the report of the School Nutrition Programs administrative review conducted on December 5 through 7, 2016. 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 1, 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 Tim Folger at tfolger@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 Galesburg Community Unit School District 205, Agreement #33-048-2050-26, conducted on December 5 through 7, 2016, by Tim Folger, Principal Consultant.

The results of the review were discussed at an exit conference on December 7, 2016, with the following individuals:

- Jennifer Boyd-Hamm, Assistant Superintendent
- Pamela Webber, Food Service Director

King Elementary and Silas Willard Elementary Schools were 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, technical assistance was provided in the following areas:

- Verification
- Meal Components and Quantities
- Offer Versus Serve
- Food Safety
- Outreach

As a result of the review, the following problems were identified. All other areas were found to be in compliance with program requirements.

Verification

The verification procedures were evaluated and the following issues were found:

- All incomes reported on the household eligibility application were not verified. Verification documentation must be obtained for each reported income.
- The net income rather than gross income was used when determining household income. The household income must be determined using the gross income.

Outreach

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.

King Elementary School

As a result of the review at King Elementary School on December 6, 2016, the following problems were identified. All other areas were found to be in compliance.

Meal Components and Quantities –Selected Week (October 3-7, 2016)

The breakfast and lunch menus were evaluated for the selected week and the following issues were found:

- The lunch menu did not meet the weekly grain/bread ounce equivalent requirement. Menus must contain a minimum of eight grain/bread servings per week for grades K-5.
- The weekly minimum meat/meat alternate ounce equivalents were not offered at lunch. Menus must contain a minimum of eight meat/meat alternate ounce equivalent per week for grades K-5.

Meal Components and Quantities – Day of On-Site Observation

The grain/bread ounce equivalents offered were not whole-grain rich at lunch for the chef salad. All of the grain/bread ounce equivalents offered each week must be whole-grain rich.

Offer Versus Serve

Signage is not posted at lunch 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.

Silas Willard Elementary School

As a result of the review at Silas Willard Elementary School on December 5 and 6, 2016, the following problems were identified. All other areas were found to be in compliance.

Meal Components and Quantities –Selected Week (October 3-7, 2016)

The breakfast and lunch menus were evaluated for the selected week and the following issues were found:

- The lunch menu did not meet the weekly grain/bread ounce equivalent requirement. Menus must contain a minimum of eight grain/bread servings per week for grades K-5.
- The weekly minimum meat/meat alternate ounce equivalents were not offered at lunch. Menus must contain a minimum of eight meat/meat alternate ounce equivalent per week for grades K-5.

Meal Components and Quantities – Day of On-Site Observation

The breakfast and lunch meal service was observed during the review and the following issues were found:

- The grain/bread ounce equivalents offered were not whole-grain rich at lunch for the chef salad. All of the grain/bread ounce equivalents offered each week must be whole-grain rich.
- At lunch, the site did not offer fat-free unflavored or flavored throughout the meal service. Students must be offered the appropriate milk choices.

Offer Versus Serve

Signage is 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.

Food Safety

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