

January 28, 2025

Agreement No. 33-094-2380-26

Mr. Edward Fletcher
Monmouth-Roseville CUSD 238
105 N E St
Monmouth, IL 61462-3044

Dear Mr. Edward Fletcher :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on January 27, 28, 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.

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,



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 Monmouth-Roseville CUSD 238, RCDT number 33-094-2380-26, conducted on January 27, 28, 2025, by Harley Hepner, Principal Consultant.

The results of the review were discussed at an exit conference on January 28, 2025, with
Katie Hergesheimer, Food Service Director

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.

13125 Harding Primary School

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

Area(s) of Technical Assistance:

- Civil Rights
- Local Wellness Policy
- Meal Components and Quantities
- Meal Counting and Claiming

Micro-purchase method
Offer Versus Serve
Procurement processes
Professional Standards
Small purchase method

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

Site: Harding Primary School (13125)

Offer versus Serve

Citation:

"Offer versus Serve" was not implemented correctly. The following problems were identified:

- 1) At lunch, the students were required to select the entree and the hot vegetable (i.e. Wowbutter sandwich and glazed carrots).
- 2) At breakfast, the students were required to select the grain and the fruit (i.e. French Toast and pineapple).

Other than the requirement to select at least 1/2 cup of fruit, students must be allowed to decide which components they will select.

Meal Components and Quantities

Citation:

The lunch menus for the selected week of review, December 9-13, 2024, were evaluated and it was determined that the minimum vegetable serving size was not offered on Wednesday. A minimum of 3/4 cup vegetable must be offered on a daily basis for grades K-8.

Citation:

Production records for the selected week of review, December 9-13, 2024, were evaluated and the following problems were identified:

- 1) The grade groups were not recorded.
- 2) Portion sizes were not recorded accurately.

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:

Lunch menus for the selected week of review, December 9-13, 2024, were evaluated and it was determined that the minimum weekly portion requirement was not met for the red/orange vegetable subgroup. The minimum weekly portion requirement must be met for each vegetable subgroup.

Counting and Recording Daily Meal Totals

Citation:

On the day of the breakfast and lunch observations, the site did not utilize an acceptable meal counting system at breakfast and lunch. The following problems were identified:

- 1) At lunch, tray counts were the basis for the lunch counts.
- 2) At breakfast, a back-out system based on total meals prepared was used to determine the final breakfast count.

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 reimbursable meal has been served to an eligible child. Fiscal action was not warranted because the final breakfast and lunch counts were accurate, only the procedures need corrected.

Sponsor: Monmouth-Roseville CUSD 238

Professional Standards

Citation:

Professional Standards was evaluated and the following problems were identified:

- 1) Training hours have not been met for the director. The minimum hours of training is 12 hours annually.
- 2) Training hours have not been met for the managers. The minimum hours of training is 10 hours annually.
- 3) 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. The response must identify how annual training requirements will be monitored and fulfilled.

Local Wellness Policy

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.



Dr. Tony Sanders, State Superintendent of Education
Dr. Steven Isoye, Chair of the Board

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February 15, 2025

Agreement No.
33-094-2380-26

Mr. Edward Fletcher
Monmouth-Roseville CUSD 238
105 N E St
Monmouth, IL 61462-3044

Dear Mr. Edward Fletcher :

Enclosed is the report of your School Nutrition Programs Resource Management Review, conducted on February 10, 2025.

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 Robert Turek at rturek@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

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 Monmouth-Roseville CUSD 238, RCDT number 33-094-2380-26, conducted on February 10, 2025, by Robert Turek, 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.