



Illinois State Board of Education

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March 10, 2017

Agreement No.
35-059-0070-26

Bill Wrenn
Midland Community Unit School District 7
1830 State Route 17
Varna, Illinois 61375

Dear Mr. Wrenn:

Enclosed is the report of the School Nutrition Programs administrative review conducted on January 6 and 9, 2017. 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 April 10, 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 Midland Community Unit School District 7, Agreement #35-059-0070-26, conducted on January 6 and 9, 2017, by Tim Folger, Principal Consultant.

The results of the review were discussed at an exit conference on January 9, 2017, with Patti Kargol, Bookkeeper.

Midland High School 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, technical assistance was provided in the following areas:

- Certification and Benefit Issuance
- Meal Components and Quantities
- Offer Versus Serve
- On-Site Monitoring
- Smart Snacks
- 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.

Certification and Benefit Issuance

Benefits were issued in error. Four students were receiving free and reduced-price meals without determining the eligibility on the basis of a correctly approved application or direct certification documentation. Children who do not have a current application or direct certification documentation on file must be claimed as paid. A procedure where the approved categories of students are compared to the benefit issuance document must be established.

On-Site Monitoring

Annual on-site reviews of all sites have not been conducted for breakfast and lunch. The purpose of these reviews is to certify that site claims are based on a daily meal count, by category, taken at the point of service. A plan must be developed to ensure that these reviews are conducted by February 1 of each year.

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.

Midland High School

As a result of the review at Midland High School on January 6 and 9, 2017, the following problems were identified. All other areas were found to be in compliance.

Meal Components and Quantities-Day of Review

Four lunches observed did not contain all required components. All meals must contain the required number of components. A reimbursable lunch must contain a meat/meat alternate, a fruit, a vegetable, a grain/bread, and milk in the required serving sizes. When participating in "Offer versus Serve", children must take at least three of the five components including a minimum of ½-cup fruit or vegetable.

Meal Components and Quantities –Selected Week – December 5-9, 2016

The following deficiencies were noted with the lunch menu:

- The minimum weekly requirements were not met for the dark green and red/orange vegetable subgroups. The minimum weekly requirement must be met for each vegetable subgroup.
- The lunch menu did not meet the weekly grain/bread ounce equivalent requirement. Menus must contain a minimum of ten grain/bread servings per week for grades 9-12.
- The minimum grain/bread serving size was not offered on Tuesday and Thursday. A minimum of two-ounce equivalents must be offered on a daily basis.
- The minimum vegetable serving size was not offered on Wednesday, Thursday and Friday. A minimum of one cup must be offered on a daily basis.
- The minimum fruit serving size was not offered on Monday, Wednesday, Thursday and Friday. A minimum of one cup must be offered on a daily basis.

The following deficiencies were noted with the breakfast menu:

- 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.
- The minimum fruit serving size was not offered on Monday, Tuesday, Wednesday, Thursday and Friday. A minimum of one cup must be offered on a daily basis.

Offer versus Serve

Substitute cafeteria staff were not trained on Offer vs. Serve. Cafeteria staff must be trained on Offer vs. Serve requirements for lunch and breakfast.

Smart Snacks

Foods sold to students during the school day do not meet Smart Snack standards. Foods and beverages sold to students during the school day must meet Smart Snack standards.

The site held a food fundraiser that did not meet the Smart Snack requirements. Fundraisers involving the sale of foods and/or beverages are prohibited for grades K-8 unless they meet the Smart Snack requirements. Appropriate documentation, such as a Nutrition Fact label, must be available to validate compliance for future fundraisers

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.

Fiscal Action

As a result of the problems cited, an overclaim for December 2016 and January 2017 has been identified for the following programs:

- National School Lunch Program - \$340.24
- School Breakfast Program - \$39.62

Federal regulations allow this office to waive overclaims less than \$600.00; therefore, these overclaims will not be assessed.