



# Illinois State Board of Education

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Darren Reisberg  
Chairman

Dr. Carmen I. Ayala  
State Superintendent of Education

April 04, 2019

Agreement No. 39-055-0150-26

Mr. Daniel Brue  
Meridian CUSD 15  
PO Box 347  
Macon, IL 62544-0347

Dear Mr. Daniel Brue :

Enclosed is the report of your School Nutrition Programs Administrative Review, conducted on March 18, 19, 2019. 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 Andrea Gregory at [agregory@isbe.net](mailto:agregory@isbe.net). For all other 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  
Director  
Nutrition Programs

Enclosure

CC: File

## **School Nutrition Programs Administrative Review**

This report summarizes the results of the administrative review for the School Nutrition Programs sponsored by the Meridian CUSD 15, RCDT number 39-055-0150-26, conducted on March 18, 19, 2019, by Andrea Gregory, Principal Consultant

The results of the review were discussed at an exit conference on March 19, 2019, with

Michelle Miller, Secretary

Carol Ginder, Head Cook

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:

- Certification and Benefit Issuance
- Meal Components and Quantities
- Outreach
- Professional Standards
- Smart Snacks
- Verification

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

**Site: Meridian High School (13870)**

**March 18, 19, 2019**

### **Counting and Recording Daily Meal Totals**

**Citation:**

Meal counts by category for breakfast were not correctly used in the February 2019 Claim for Reimbursement because data input errors occurred. Meal counts by category must be accurately reported each month.

### **Meal Components and Quantities**

**Citation:**

The daily lunch requirements for February 4 through 8, 2019, were evaluated and the following issues were found:

- 1) Meat/meat alternate-was not met with the daily cheese sandwich option. A minimum of two ounce equivalents must be offered on a daily basis.
- 2) Grain/bread-was not met with the daily salad bar option. A minimum of two ounce equivalents must be offered on a daily basis.

**Citation:**

Production records for February 4 through 8, 2019 did not contain the required information. The following details were missing:

- 1) Portion sizes were not recorded.
  - 2) The student and total projected number of servings 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:**

The weekly lunch requirements for February 4 through 8, 2019, were evaluated and the following issues were found:

- 1) The weekly grain/bread ounce equivalent requirement was not met. Menus must contain a minimum of ten grain/bread servings per week for grades 9-12.
- 2) The weekly minimum meat/meat alternate ounce equivalents were not offered. Menus must contain a minimum of ten meat/meat alternate ounce equivalents per week for grades 9-12.
- 3) The minimum weekly portion requirement was not met for the red/orange vegetable subgroup at lunch. The minimum weekly portion requirement must be met for each vegetable subgroup.

**Citation:**

Breakfast menus for February 4 through 8, 2019 were evaluated and the following problem was identified:

- 1) 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.

### **Smart Snacks**

**Citation:**

Beverages 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.

### **Food Safety, Storage, and Buy American**

**Citation:**

Temperature logs are not completed for the dry storage area or equipment. On a daily basis, the temperatures of prepared cold/hot foods and all storage areas must be recorded. These temperature logs must be maintained on file for six months.

**Sponsor: Meridian CUSD 15**

**March 18, 19, 2019**

## **Benefit Issuance Documents**

### **Citation:**

Household applications were evaluated and the following issues were found:

- 1) One household eligibility application was approved in the wrong category. The application was approved reduced and should have been free. A procedure must be established to ensure household eligibility applications are approved in the appropriate category according to the current income guidelines.
- 2) One household eligibility application was missing information. The application was missing the income by source and/or frequency. All household eligibility applications approved for free and reduced-priced meals must contain all information as required by program regulations. A procedure must be established to ensure all household eligibility applications contain the required information.

### **Citation:**

Benefits were issued in error. One student was receiving free meals without determining the eligibility on the basis of a correctly approved application or direct certification documentation. Students 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.

## **Verification**

### **Citation:**

The applications selected for verification were not picked from error-prone applications. When selecting a standard sample size of applications to verify, the sample must be drawn from error-prone applications. Error-prone applications are those applications with an income within \$100/month or \$1200/year of the eligibility limit for free and reduced-price benefits.

### **Citation:**

Incomes reported on the household eligibility application were not verified. Verification documentation must be obtained for each reported income.

### **Citation:**

The notification letter sent to the households selected for verification does not contain the required information. The letter is missing the following information: statement of selection for verification, privacy statement, types of acceptable information the household may submit to verify their benefits, timeframe from which the household may submit the documentation, statement to notify households that SNAP/TANF documentation may be provided in lieu of income information, timeframe for which the verification documentation is due and failure to provide documentation will result in termination of benefits, name of a school official who may be contacted if the household needs assistance during the verification process and a telephone number available free of charge. The verification notification letter sent to selected households must contain the required information.

### **Citation:**

Written notification of the results of the verification process was not provided to households. Each household must receive a written notification informing them of their benefit status after verification.

### **Citation:**

Applications selected for verification did not receive a confirmation review. Applications selected for verification must undergo a confirmation review. This must be done by an individual other than the determining official. Documentation of the confirmation review must be recorded.

## **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.

## **Civil Rights**

### **Citation:**

Civil rights training has not been conducted for administrative staff. Annual civil rights training is required for frontline staff and supervisors who interact with program participants. A copy of the Summary of Civil Rights Requirements is available on the Nutrition and Wellness Programs website.

### **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.

### **Professional Standards**

#### **Citation:**

Training hours have not been met for the following staff:

- 1) Director-The minimum hours of training is 12 hours annually.
- 2) 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) School staff who work with the School Nutrition Programs (unit secretary who handles eligibility). 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.