



Illinois State Board of Education

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James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

February 22, 2017

Agreement No.
44-063-2000-26

Michael Moan
Woodstock Community Unit
School District 200
227 West Judd Street
Woodstock, Illinois 60098-3126

Dear Dr. Moan:

Enclosed is the report of the School Nutrition Programs administrative review conducted on December 12 through 16, 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 24, 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 Paul Hansen at phansen@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 Woodstock Community Unit School District 200, Agreement #44-063-2000-26, conducted on December 12 through 16, 2016, by Paul Hansen, Principal Consultant.

The results of the review were discussed at an exit conference on December 16, 2016, with Susan Malley, Food Service Director.

The following schools were visited during this review:

- Northwood Middle School
- Olson Elementary School
- Verda Dierzen Early Learning Center

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
- Afterschool Snack

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

- Meal Components and Quantities
- Civil Rights
- Smart Snacks
- Professional Standards
- Afterschool Snack

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

Civil Rights

Civil rights training was not conducted for the Food Service Director's secretary who handles the household eligibility application process for SY 2015-2016. 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.

Northwood Middle School (#14206)

As a result of the review at Northwood Middle School on December 14, 2016, the following problem was identified. All other areas were found to be in compliance.

Meal Components and Quantities –Selected Week of Review (November 14-18, 2016)

A grain/bread ounce equivalent serving offered (Super Donut) was not whole-grain rich at breakfast. All of the grain/bread ounce equivalent servings offered each week must be whole-grain rich.

Olson Elementary School (#59177)

As a result of the review at Olson Elementary School on December 15, 2016, the following problem was identified. All other areas were found to be in compliance.

Meal Components and Quantities –Selected Week of Review (November 14-18, 2016)

The minimum fruit serving size was not offered during the selected week of review. For lunch on Friday, a ½ cup of fruit was not offered. A minimum of ½ cup fruit must be offered on a daily basis for grades K-8.

Verda Dierzen Early Learning Center (#15177)

As a result of the review at Verda Dierzen Early Learning Center on December 13 and 14, the following problems were identified. All other areas were found to be in compliance.

Meal Components and Quantities –Selected Week of Review (November 14-18, 2016)

The minimum fruit serving size was not offered during the selected week of review. The following problems were identified:

- At breakfast on Monday and Tuesday, one cup of fruit was not offered. A minimum of one cup fruit must be offered on a daily basis for grades K-12.
- At lunch on Friday, a ½ cup of fruit was not offered. A minimum of ½ cup fruit must be offered on a daily basis for grades K-8.

After School Snacks

On November 14, 2016, the portion size of the juice/fruit/vegetable portion was inadequate (Orange – ½ cup). The minimum serving size of the juice/fruit/vegetable must be ¾ cup.

On-site reviews were not conducted during the first four weeks of operation for all seven snack sites. The local education agency is required to conduct two on-site reviews for each site on an annual basis. The first review must be conducted within the first four weeks of operation. An additional review must be conducted within the school year.