



# Illinois State Board of Education

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James T. Meeks  
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Tony Smith, Ph.D.  
State Superintendent of Education

June 2, 2017

Agreement No.  
47-052-2720-26

Jeffrey Thake  
Amboy Community Unit School District 272  
11 East Hawley Street  
Amboy, Illinois 61310-1430

Dear Mr. Thake:

Enclosed is the report of the School Nutrition Programs administrative review conducted on May 11 and 12, 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 July 3, 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 Amboy Community Unit School District, Agreement #47-052-2720-26, conducted on May 11 and 12, 2017, by Paul Hansen, Principal Consultant.

The results of the review were discussed at an exit conference on May 12, 2017, with Amy Wittenauer, Human Resources/Cafeteria Manager.

Amboy Central Elementary 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
- Verification
- Meal Components and Quantities
- Civil Rights
- Local School Wellness Policy
- Smart Snacks
- Professional Standards
- 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**

Certification and benefit issuance procedures were evaluated and the following problems were identified:

- A household eligibility application for three children was approved in the wrong category. The application was approved free and should have been reduced price. A procedure must be established to ensure household eligibility applications are approved in the appropriate category according to the current income guidelines.
- When benefits were extended to other children in an eligible household, adequate documentation was not maintained. The extension of benefits to additional household members must be documented and available for review

## **Verification**

Verification procedures and documentation was evaluated and the following problems were identified:

- 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 on the application.
- Direct verification was not conducted. Direct verification must be the first step in verifying all household applications that have been selected for verification.
- Annual verification of household eligibility applications was conducted; however, the initial verification request letter for income documentation and the 2<sup>nd</sup> attempt request letter was not maintained on site and available for review. A procedure must be established to ensure verification is completed by November 15 each year. In addition, documentation of the verification process must be maintained and available for review.

## **Local School Wellness Policy**

The local wellness policy has not been evaluated on a periodic basis. A plan must be established to evaluate the policy periodically to ensure each school is meeting the local wellness policy.

## **Smart Snacks**

A process has not been established to determine compliance with the Smart Snack regulations. All foods sold during the school day must meet Smart Snack requirements.

## **Summer Food Service Program 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.

## **Amboy Central Elementary School**

As a result of the review at Amboy Central Elementary School on May 11 and 12, 2017, the following problems were identified. All other areas were found to be in compliance.

### **Meal Components and Quantities – Day of On-Site Observation**

At breakfast, the portion size of the fruit (a clementine and 4 ounce 100% juice) did not meet meal pattern requirements. The minimum serving size of the fruit must be one cup daily. In addition, appropriate documentation, including Child Nutrition (CN) labels, Product Formulation Statements (PFS) or standardized recipes, must be available to validate the contributions of the food items to the meal pattern requirements.

On the day of review, a lunch was served with a milk substitution that was not nutritionally equivalent to milk. Substitutions for milk must provide the same key nutrients found in cow's milk.

### **Meal Components and Quantities –Selected Week of Review (April 3-7, 2017)**

The lunch menu and production documentation was evaluated and the following problems were identified:

- The minimum weekly requirement was not met for the red/orange vegetable subgroup. The minimum weekly requirement must be met for each vegetable subgroup.
- The minimum vegetable serving size was not offered on Tuesday. A minimum of  $\frac{3}{4}$  cup vegetable must be offered on a daily basis for grades K-8.

### **Production Records/Standardized Recipes**

Production records were not available for the day of review for breakfast and lunch. Production records must be completed on a daily basis. The record 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.

Production records did not contain the required information for the breakfast and lunch for the day of review and selected week of review. The following problems were identified:

- All specific foods and condiments served were not included.
- The recipe or product name was not recorded for all foods.
- The grade group was not recorded.
- Some portion sizes were not recorded accurately.
- The student and total projected number of servings were not recorded.
- The amount of food used was not recorded.
- The number of leftovers 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.

Standardized recipes for chicken fajitas and sloppy joes on bun were not available for the selected week of review. Standardized recipes must be on file when two or more ingredients are combined. Required information includes the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

### **Civil Rights**

The USDA-approved poster is not displayed. The civil rights poster must be prominently displayed in the food service area.

### **Food Safety**

Food safety procedures were evaluated during the on-site observation for breakfast and lunch and the following problems were identified:

- The established HACCP plan was not available at Amboy Central Elementary School. The HACCP plan must be available on site and training must be implemented to ensure site personnel are following the plan.
- 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.
- Temperature logs were not completed for the dry storage area. 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.

## **Fiscal Action**

As a result of the problems cited, an overclaim for April and May 2017 has been identified for the following programs:

- National School Lunch Program - \$33.84
- School Breakfast Program - \$10.99

Federal regulations allow this office to waive overclaims less than \$600.00; therefore, the National School Lunch Program and School Breakfast Program overclaims will not be assessed. However, if you participate in the Seamless Summer Option (SSO) and an overclaim is identified with a future SSO Claim for Reimbursement, the overclaim amount will be added to the above assessment and a new fiscal adjustment amount will be calculated. If the new assessment exceeds the \$600.00 threshold, fiscal action will be required.