



May 23, 2023

Agreement No. 47-071-2210-26

Mrs. Sheri Smith
Forrestville Valley CUSD 221
PO Box 665
Forreston, IL 61030-0665

Dear Mrs. Sheri Smith :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on May 8, 9, 2023. 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.

As a result of the problems cited, an overclaim for March 2023 has been identified for the following:

School Breakfast Program - \$152.48

Federal regulations allow this office to waive overclaims less than \$600.00; therefore, the overclaim 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.

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 Paul Hansen at phansen@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 Forrestville Valley CUSD 221, RCDT number 47-071-2210-26, conducted on May 8, 9, 2023, by Paul Hansen, Principal Consultant.

The results of the review were discussed at an exit conference on May 9, 2023, with

Kay Hay, Food Service Coordinator

Erin Greenfield, High Secretary

Travis Heinz, Jr. High/High School Principal

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:

Area(s) of Technical Assistance:

Certification and Benefit Issuance
Civil Rights
Food Safety
Local Wellness Policy
Meal Components and Quantities
On-Site Reviews
Outreach
Professional Standards
Smart Snacks
Verification

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

Site: Forreton Grade School (14344)

Meal Components and Quantities

Citation:

On the day of the on-site observation for lunch, the portion size of the vegetable (Romaine Lettuce - 3/4 cup = 3/8 cup creditable) did not meet meal pattern requirements. The minimum serving size of the vegetable must be 3/4 cup creditable daily for grades K-8.

Citation:

The lunch menus for the selected week of review, March 20-24, 2023, were evaluated and the following problems were identified:

- 1) The minimum vegetable serving size was not offered on Tuesday. A minimum of 3/4 cup must be offered on a daily basis for grades K-8.
- 2) Nutrition documentation was not obtained until during the review for the French toast sticks, cinnamon roll, tortilla, hamburger bun, dinner roll, bread, and hash brown. Adequate nutrition documentation such as a Child Nutrition label and/or Product Formulation Statement, must be obtained prior to menu development to validate the contributions of the food items to the meal pattern requirements.

Citation:

Breakfast menus for the selected week of review, March 20-24, 2023, were evaluated and it was determined that the minimum fruit serving size was not offered on Monday and Friday. A minimum of one cup fruit must be offered on a daily basis for grades K-12.

Citation:

Breakfast menus for the selected week of review, March 20-24, 2023, were evaluated and it was determined that on March 20, the grain/bread was missing from the breakfast menu. Breakfast menus must offer a fruit, a grain/bread, and milk.

Food Safety, Storage, and Buy American

Citation:

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.

Sponsor: Forrestville Valley CUSD 221

Certification and Benefit Issuance

Citation:

Benefits were issued in error. The following claiming problems were identified:

- 1) On student was denied: however, the student was receiving free benefits. Benefits must be issued in the category in which each student was approved.
- 2) Eligibility documentation was not available for foster children. To document eligibility for a foster child, a current legal document from DCFS, court, or foster care agency must be obtained or a household eligibility application may be obtained from the household.

Citation:

When benefits have been extended to other children in an eligible household, adequate documentation has not been maintained. The extension of benefits to additional household members must be documented and available for review.

Verification

Citation:

Verification documentation obtained from the household was not accurately evaluated because the application was verified for free; however, should have been reduced-price. A procedure must be established to ensure verification documentation is reviewed.

Citation:

Direct verification showed the student being verified was eligible for reduced Medicaid; however, the documentation was not utilized. When direct verification is utilized, the documentation must be accurately implemented.

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.

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.

Civil Rights

Citation:

Civil rights training has not been conducted for administrative and frontline 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.

On-site Monitoring

Citation:

Monitoring procedures for SY 2022-2023 were evaluated and the following problems were identified:

- 1) The review forms did not contain a site signature.
- 2) The breakfast and lunch reviews were conducted on the same form.
- 3) The Forreston Jr High/High School review was conducted on the old review form.

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. Annually, breakfast reviews must be conducted for 50% of the schools participating in the School Breakfast Program. Each site must be reviewed once every two years. In addition, all review forms must be accurately completed.

Outreach

Citation:

Households have not been notified of the availability of the School Breakfast Program. At or near the beginning the school year, LEA's must inform households of the availability of the School Breakfast Program. The notification should include such factors as the location, time, and price.

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.

Smart Snacks

Citation:

The nutrition information of foods (sides and entrees) and beverages sold outside of the reimbursable meal was not consistently checked for all items offered at the Jr. High/High School, to ensure compliance with Smart Snack guidelines. All foods sold outside the reimbursable meal must checked for all items offered to ensure compliance with Smart Snack guidelines.

Local Wellness Policy

Citation:

The local wellness policy is not available to the public. The local wellness policy must be highlighted in a public platform such as school or community website, social media, newsletter, school or community bulletin boards and/or newspaper.

Citation:

Transparency and inclusion are not promoted with the local wellness policy process. Local education agencies must allow stakeholders such as parents, students, food service staff, teachers, school nurses, school board members, school administrators and general members of the public to participate in the local wellness policy process. This process includes the development, implementation, and periodic review and update of the local wellness policy.

Citation:

Documentation of an assessment of the local wellness policy is not on file. Assessments must be conducted once every three years. A report must be on file that describes the extent to which your schools comply with the local wellness policy, the extent to which your local policy aligns with model policies and a description of progress towards attaining policy goals.