



March 22, 2023

Agreement No. 47-071-2230-26

Dr. Phillip Caposey
Meridian CUSD 223
207 W Main St
Stillman Valley, IL 61084-9037

Dear Dr. Phillip Caposey :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on March 14, 15, 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.

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,

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
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 Meridian CUSD 223, RCDT number 47-071-2230-26, conducted on March 14, 15, 2023, by Paul Hansen, Principal Consultant.

The results of the review were discussed at an exit conference on March 15, 2023, with
Lisa Reber, Food Service Director

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
- Food Safety
- Local Wellness Policy
- Meal Components and Quantities
- Professional Standards
- Smart Snacks

Verification

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

Site: Meridian Jr High School (14350)

Meal Components and Quantities

Citation:

Lunch production records for the selected week of review, February 6-10, 2023, were evaluated and the following problems were identified:

- 1) Some items were combined on the production and did not contain a portion size for each of the items listed.
- 2) Some of the items listed did not contain the student and total projected number of servings. 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 chicken tender salad, the vegetarian chef salad, and the walking taco recipes used in food preparation for the selected week of review, February 6-10, 2023, were not standardized and were missing the actual weight or measurement of the ingredients based on the number of servings. Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

Food Safety, Storage, and Buy American

Citation:

The established HACCP plan including standard operating procedures were not on-site and available for review at Meridian Jr. High School. The HACCP plan including standard operating procedures must be available on site and training must be implemented to ensure site personnel are following the plan.

Sponsor: Meridian CUSD 223

Certification and Benefit Issuance

Citation:

Benefits were issued in error because one student was approved as reduced price, but was receiving free benefits. Benefits must be issued in the category in which each student was approved.

Verification

Citation:

Decreases in benefits did not occur within 10 calendar days after the 10 calendar day advance notice. Changes in eligibility status must be made in the timeframes required by the regulations.

Citation:

The confirmation review of the verified application was not documented. Documentation of the confirmation review must be recorded on each application.

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:

The local wellness policy is not reviewed and updated as required. An assessment of the local wellness policy is required every three years. At a minimum, the local wellness policy must be updated after the triennial assessment is conducted.

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.