



# Illinois State Board of Education

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James T. Meeks  
Chairman

Tony Smith, Ph.D.  
State Superintendent of Education

November 29, 2016

Agreement No.  
47-098-3010-17

Ron McCord  
Rock Falls Township High School District 301  
101 12th Avenue  
Rock Falls, Illinois 61071-1023

Dear Mr. McCord:

Enclosed is the report of the School Nutrition Programs administrative review conducted on November 4 and 7, 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 December 29, 2016.*** 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 Rock Falls High School District 301, Agreement #47-098-3010-17, conducted on November 4 and 7, 2016, by Paul Hansen, Principal Consultant.

The results of the review were discussed at an exit conference on November 7, 2016, with the following:

- Ron McCord, Superintendent
- Lori Berogan, Office Manager
- Rhonda Neal, Cafeteria Director

Rock Falls Township High 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:

- Meal Counting and Claiming
- Meal Components and Quantities
- Offer Versus Serve
- Local School Wellness Policy
- Smart Snacks
- Professional Standards
- Food Safety
- Buy American Clause

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

### **Smart Snacks**

Smart Snack processes and procedures were evaluated and the following problems were identified:

- A process has not been established to determine compliance with the Smart Snack regulations for non-packaged or food items made with a recipe. All foods sold during the school day must meet Smart Snack requirements.
- Food (Goldfish Baked Snack Crackers) 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.

### **Professional Standards**

Training hours have not been documented. A method to track the number of training hours must be implemented. The USDA Professional Standards Training Tracking Tool and/or an excel spreadsheet may be utilized to document training hours.

### **Food Safety**

Standard operating procedures have not been documented. The HACCP plan must be revised to ensure all standard operating procedures are documented.

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

At lunch, the following problems were identified:

- The portion size of the meat/meat alternate (Turkey Sandwich) did not meet meal pattern requirements. The minimum serving size of the meat/meat alternate must be two ounces. In addition, appropriate documentation, such as standardized recipes and Child Nutrition (CN) labels and/or Product Formulation Statements (PFS) must be available to validate the contributions of the food items to the meal pattern requirements.
- Signage was not posted for the salad bar explaining what the planned portion size was or a description of the number of items allowed to be selected. When menu choices can be made adequate signage must be posted to explain what constitutes a reimbursable meal.

### **Offer Versus Serve**

Signage was not posted at breakfast and lunch to explain a reimbursable meal under Offer vs. Serve. When implementing Offer vs. Serve, adequate signage must be posted to explain what constitutes a reimbursable meal.

**Meal Components and Quantities –Selected Week of Review**  
**October 24 - 28, 2016**

The breakfast menu and production documentation for the selected week of review were evaluated and the following problem was identified:

- On Wednesday the grain/bread was missing. Breakfast menus must offer a fruit, a grain/bread, and milk. In addition, when participating in “Offer versus Serve”, breakfast menus must offer a fruit, a grain/bread, milk, and a fourth food item in the required serving sizes.

The lunch menu and production documentation for the selected week of review were evaluated and the following problems were identified:

- The menu did not meet the weekly grain/bread ounce equivalent requirement. Menus must contain a minimum of ten grain/bread ounce equivalent servings per week for grades 9-12.
- The weekly minimum meat/meat alternate ounce equivalents were not offered. Menus must contain a minimum of ten meat/meat alternate ounce equivalent servings per week for grades 9-12.
- The minimum vegetable serving size was not offered Wednesday. A minimum of one cup vegetable must be offered on a daily basis for grades 9-12.
- The minimum meat/meat alternate serving size was not offered at lunch on Monday, Wednesday, and Friday for the Turkey Sandwich; on Tuesday for the Bosco Sticks; on Wednesday for the Grilled Cheese Sandwich; and on Thursday for the Hamburger Patty. A minimum of two ounces meat/meat alternate equivalents must be offered on a daily basis for grades 9-12.
- The minimum grain/bread serving size was not offered on Tuesday for the Taco Salad and on Thursday for the French toast sticks. A minimum of two ounce grain/bread equivalents must be offered on a daily basis.

**Production Records/Standardized Recipes**

Lunch production records for the day of review and selected week of review were evaluated and the following problems were identified:

- Production records did not contain the required information for the day of review and selected week of review because all specific foods (vegetables and type of milk) served were not included.
- The salad bar line production records for the selected week of review did not detail the amount of food used and the number of leftovers for each item offered.
- A production record was not available for the day of review for the salad bar line. Production records must be completed on a daily basis.

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.

Recipes were not available for the following items:

- The Turkey Sandwich and Bagel Egg and Cheese served on the day of review.
- The Taco Salad, Grilled Cheese Sandwich, and Roast Beef Sub served 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.

Recipes used for the day of review were not standardized. The recipes were missing the following:

- The serving size (chili recipe).
- The yield and serving size (goulash soup recipe).

Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

### **Fiscal Action**

As a result of the problems cited, an overclaim of \$121.75 for October 2016 has been identified for the School Breakfast Program. Federal regulations allow this office to waive overclaims less than \$600.00; therefore, the School Breakfast Program overclaim will not be assessed.