



Illinois State Board of Education

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

January 11, 2017

Agreement No.
48-072-002X-06

Terry Mooney
Christ Lutheran School
1311 South Faraday Avenue
Peoria, Illinois 61605

Dear Mr. Mooney:

Enclosed is the report of the School Nutrition Programs administrative review conducted on November 21 and 22, 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 February 10, 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 Tim Folger at tfolger@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 Christ Lutheran School, Agreement #48-072-002X-06, conducted on November 21 and 22, 2016, by Tim Folger, Principal Consultant.

The results of the review were discussed at an exit conference on November 22, 2016, with Terry Mooney, Principal.

Christ Lutheran 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
- Afterschool Snack

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

- Verification
- Meal Counting and Claiming
- Meal Components and Quantities
- Offer Versus Serve
- Food Safety
- Outreach
- Afterschool Snack

Christ Lutheran School

As a result of the review at Christ Lutheran School on November 21 and 22, 2016, the following problems were identified. All other areas were found to be in compliance.

Verification

The verification procedures were evaluated and the following issues were found:

- 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 not completed by November 15. Annual verification of household eligibility applications has not been completed. The verification process must be finished immediately.

Meal Counting and Claiming

On the day of review, the site has not utilized an acceptable meal counting system at breakfast. Meal counts were not taken at the point of service. All meal counts must be taken on a daily basis at the point of service which is where a determination can accurately be made that a free, reduced-price, or paid meal has been served to an eligible child.

Meal Components and Quantities – Day of On-Site Observation

Breakfast and lunch meal service was observed and the following issues were found:

- Six lunches observed did not contain all required components. All meals must contain the required number of components. A reimbursable lunch must contain a meat/meat alternate, a fruit, a vegetable, a grain/bread, and milk in the required serving sizes.
- Thirty six breakfasts observed did not contain all required components. All meals must contain the required number of components. A reimbursable breakfast must contain a fruit, a grain/bread, and milk in the required serving sizes. When "Offer versus Serve" is implemented, children must take at least three of the four food items including a minimum of $\frac{1}{2}$ cup fruit or vegetable.
- At lunch the portion size of the vegetable did not meet meal pattern requirements. The minimum serving size of the vegetable must be $\frac{3}{4}$ cup.
- Signage is not posted to explain a reimbursable meal at lunch and breakfast. When menu choices can be made adequate signage must be posted to explain what constitutes a reimbursable meal.

Meal Components and Quantities –Selected Week (October 24-28, 2016)

Breakfast and lunch menus were evaluated and the following issues were found:

- The minimum weekly requirement was not met for the red/orange vegetable subgroup at lunch. The minimum weekly requirement must be met for each vegetable subgroup.
- The minimum vegetable serving size was not offered at lunch on October 28, 2016. A minimum of 3/4 cup must be offered on a daily basis. Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.
- The breakfast menu did not meet the weekly grain/bread ounce equivalent requirement. Menus must contain a minimum of eight grain/bread servings per week for grades K-8. Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

Production Records/Standardized Recipes

Recipes for combination foods were not available for the selected week. 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.

Offer Versus Serve

Offer versus serve procedures were evaluated and the following issues were found:

- Cafeteria staff were not trained on Offer vs. Serve at breakfast. Cafeteria staff must be trained on Offer vs. Serve requirements for breakfast.
- Signage is not posted at breakfast 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.

Food Safety

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.

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.

Afterschool Snack

The afterschool snack program was evaluated and the following issues were found:

- Production records were not available for the selected week. Production records must be completed on a daily basis.
- An on-site review was not conducted during the first four weeks of operation. 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.
- A second on-site review was not conducted. 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.

Fiscal Action

As a result of the problems cited, an overclaim for November 2016 has been identified for the following programs:

- National School Lunch Program - \$13.72
- School Breakfast Program - \$55.34

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.