



Illinois State Board of Education

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James T. Meeks
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State Superintendent of Education

January 25, 2017

Agreement No.
48-072-084P-00

Patricia Fox
The Center for Youth and Family Solutions
2610 West Richwoods Boulevard, Suite G
Peoria, Illinois 61604

Dear Ms. Fox:

Enclosed is the report of the School Nutrition Programs administrative review conducted on January 12 and 13, 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 February 24, 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 The Center for Youth and Family Solutions, Agreement #48-072-084P-00, conducted on January 12 and 13, 2017, by Tim Folger, Principal Consultant.

The results of the review were discussed at an exit conference on January 13, 2017, with Christie McDuff, Staff Accountant.

Guardian Angel Home 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

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

- Meal Counting and Claiming
- Meal Components and Quantities
- Civil Rights

Guardian Angel Home

As a result of the review at Guardian Angel Home on January 12 and 13, 2017, the following problems were identified. All other areas were found to be in compliance.

Meal Counting and Claiming

On the day of review, the site has not utilized an acceptable meal counting system at lunch. 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 meal has been served to an eligible child.

Meal Components and Quantities –Selected Week (January 2-8, 2017)

The breakfast and lunch menus were evaluated and the following issues were found:

- At breakfast, the amount of fruit juice available to students on a weekly basis exceeds the allowable amount. The amount of juice available on a weekly basis must not exceed half of the total weekly fruit portion.
- At breakfast and lunch, the site did not offer two fat-free (unflavored or flavored) or a low-fat (1% milk fat or less) unflavored and a fat-free milk (unflavored or flavored). Students must be offered the appropriate milk choices.
- The minimum vegetable serving size was not offered at lunch on January 4, 5, 6 and 8, 2017 for grades K-8. A minimum of 3/4 cup must be offered on a daily basis.
- The minimum vegetable serving size was not offered at lunch on January 4, 5, 6 and 8, 2017 for grades 9-12. A minimum of one cup must be offered on a daily basis.
- The minimum fruit serving size was not offered at lunch for the entire week for grades 9-12. A minimum of one cup must be offered on a daily basis.

Civil Rights

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.