



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.
48-072-1500-26

Dr. Sharon Desmoulin-Kherat
Peoria School District 150
3202 North Wisconsin Avenue
Peoria, Illinois 61603

Dear Dr. Desmoulin-Kherat:

Enclosed is the report of the School Nutrition Programs administrative review conducted on December 12 through 16, 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 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 Peoria School District 150, Agreement #48-072-1500-26, conducted on December 12 through 16, 2016, by Tim Folger, Principal Consultant.

The results of the review were discussed at an exit conference on December 16, 2016, with the following individuals:

- Michael McKenzie, Comptroller
- Mark Streamer, General Manager
- Gabriele Klein, Food Service Supervisor
- Linda McBride, Food Service Secretary

The following schools were visited during this review:

- Charter Oak Primary School
- Mark Bills Middle School
- Richwoods High School
- Washington Gifted School

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:

- Verification
- Meal Counting and Claiming
- Meal Components and Quantities

Problems cited may require a joint corrective action effort between the sponsor and the contractor of the meals. The sponsor must establish the necessary procedures to ensure that the contractor works cooperatively to develop corrective action for those specific problems.

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

Verification

Documentation submitted by households selected for verification has not been accurately evaluated. The net income rather than gross income was used when determining household income. The household income must be determined using the gross income.

Meal Counting and Claiming

The local education agency has not implemented a daily meal count edit system. Prior to submitting the monthly Claim for Reimbursement, procedures must be implemented to perform edits of daily meal counts for each site. The daily number of free, reduced-price, and paid meals must be compared to the number of current eligibles and the attendance-adjusted eligibles. In addition, the total number of meals claimed must be compared to the maximum number of meals, per category.

Mark Bills Middle School

As a result of the review at Mark Bills Middle School on December 13 and 14, 2016 the following problem was identified. All other areas were found to be in compliance.

Meal Components and Quantities – Day of On-Site Observation

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 ½ cup fruit or vegetable.

Washington Gifted School

As a result of the review at Washington Gifted School on December 12 and 13, 2016, the following problem was identified. All other areas were found to be in compliance.

Meal Components and Quantities – Day of On-Site Observation

Eighteen 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 ½ cup fruit or vegetable.

Fiscal Action

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

- School Breakfast Program - \$48.96

Federal regulations allow this office to waive overclaims less than \$600.00; therefore, the School Breakfast Program overclaim will not be assessed.