

March 10, 2025

Agreement No. 48-072-3220-26

Mr. Joel Schmieg
Elmwood CUSD 322
301 W Butternut St
Elmwood, IL 61529-9454

Dear Mr. Joel Schmieg :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on March 5, 6, 2025. 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.

As a result of the problems cited, an overclaim for January 2025 through March 2025 has been identified. Once all applicable Claims for Reimbursement have been submitted, we will determine if fiscal action is required. Any required fiscal action will be reported to you upon closure of the review, and if applicable, you will have the right to appeal. Any required fiscal adjustments will be made by the Illinois State Board of Education to future Claims for Reimbursement or repayment may be requested by letter.

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 Harley Hepner at hhepner@isbe.net. For all other questions, please contact our office at 800/545-7892.

Sincerely,



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 Elmwood CUSD 322, RCDT number 48-072-3220-26, conducted on March 5, 6, 2025, by Harley Hepner, Principal Consultant.

The results of the review were discussed at an exit conference on March 6, 2025, with
Joel Schmieg, Superintendent

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

The following site(s) received an on-site review.

14446 Elmwood High School

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

Area(s) of Technical Assistance:

Certification and Benefit Issuance
Local Wellness Policy

Meal Components and Quantities

Offer Versus Serve

Professional Standards

Smart Snacks

Verification

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

Site: Elmwood High School (14446)

Meal Components and Quantities

Citation:

On the day of the lunch observation, the portion size of the turkey and ham sandwich did not meet meal pattern requirements for the meat/meat alternate and grain/bread. The minimum serving size of the meat/meat alternate must be two ounce equivalents daily and the minimum serving size of the grain/bread must also be two ounce grain/bread equivalents daily for grades 9-12. Appropriate nutrition documentation, such as standardized recipes, 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.

Citation:

On the day of the lunch observation, water and fruit juice were promoted as an alternative selection for milk in a reimbursable meal. Although water must be offered throughout the meal service, it may not replace offering the required milk component.

Citation:

The lunch menus for the selected week of review, January 13-17, 2025, were evaluated and the following daily portion size problems were identified:

- 1) The minimum grain/bread serving size was not offered on Thursday. A minimum of two grain/bread ounce equivalents must be offered on a daily basis for grades 9-12.
- 2) The minimum fruit serving size was not offered on Monday. A minimum of one cup fruit must be offered on a daily basis for grades 9-12.
- 3) It could not be determined if the daily meat/meat alternate requirement was met on Monday and Thursday for the tenderloin, the ham, and sliced cheese, because adequate Child Nutrition (CN) labels or Product Formulation Statements (PFS) were not available. Appropriate nutrition documentation such as standardized recipes, 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.

Citation:

Lunch menus for the selected week of review, January 13-17, 2025, were evaluated and the following weekly portion size problems were identified:

- 1) The weekly grain/bread ounce equivalent requirement was not met. Menus must contain a minimum of ten grain/bread ounce equivalents per week for grades 9-12.
 - 2) The weekly minimum meat/meat alternate ounce equivalents were not offered. Menus must contain a minimum of ten meat/meat alternate ounce equivalents per week for grades 9-12.
- Appropriate nutrition documentation such as 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.

Citation:

On the day of the lunch observation, signage was not posted to explain a reimbursable meal. When menu choices can be made adequate signage must be posted to explain what constitutes a reimbursable meal.

Offer versus Serve

Citation:

On the day of the lunch observation, "Offer versus Serve" was not implemented at the high school. "Offer versus Serve" is required at lunch for the high school level.

Smart Snacks

Citation:

Food (chocolate pudding) sold to students during the school day did not meet Smart Snack standards. Foods and beverages sold to students during the school day must meet Smart Snack standards.

Sponsor: Elmwood CUSD 322

Certification and Benefit Issuance

Citation:

During the verification process, the incorrect income was used to make the eligibility determination and because of this one household eligibility application was approved reduced price and should have been denied. A procedure must be established to ensure household eligibility applications are approved in the appropriate category according to the current income guidelines.

Citation:

The site does not have a procedure to document the categorical eligibility of children who are homeless. Documentation to substantiate free meal eligibility must consist of the children's names, effective date, and the signature of the person providing the categorical determination such as a homeless education liaison, Head Start director, local shelter director, runaway and homeless youth service provider, or a local migrant education coordinator.

Citation:

Benefits were issued in error. The following problems were identified:

- 1) A student was approved as reduced price; however, was was receiving free benefits. Benefits must be issued in the category in which each student was approved.
- 2) Three students were receiving free meals without determining the eligibility on the basis of a correctly approved household eligibility application or direct certification documentation. Children who do not have a current household eligibility application or direct certification documentation on file must be claimed as paid.
- 3) Eligibility documentation was not available for foster children. To document eligibility for a foster child, a current legal document from DCFS, court, or foster care agency must be obtained or a household eligibility application may be obtained from the household.

A procedure where the approved categories of students are compared to the benefit issuance document must be established.

Verification

Citation:

The number of verified applications did not match the number reported on the Verification Summary Report (VSR). Accurate information must be reported on the Verification Summary Report.

Citation:

For the household eligibility application that was verified, the net income rather than gross income was used when determining household income. The household income must be determined using the gross income to ensure the application is approved correctly.

Citation:

The confirmation review was conducted; however, the process did not identify that the household eligibility application was incorrectly approved during the initial approval process. The confirmation review must be accurate. The purpose of the confirmation review is to ensure the eligibility documentation and determination is accurate before proceeding with verification.

Citation:

Written notification of the results of the verification process was not provided to households. Each household must receive a written notification informing them of their benefit status after verification.

Professional Standards

Citation:

Professional Standards training hour procedures for School Year 2023-2024 were evaluated and the following problems were identified:

1) Training hours were not met for the director. The minimum hours of training for the director must be 12 hours annually.

2) Training hours were not met for school administrative and operating staff who work with the School Nutrition Programs. The minimum hours of training is 6 hours annually for staff who work with School Nutrition Programs 20 or more hours per week. Staff who work less than 20 hours per week with School Nutrition Programs are required to have a minimum of 4 hours training annually.

The response must identify how annual training requirements will be tracked, monitored, and fulfilled.

Smart Snacks

Citation:

The nutrition information of foods (sides and entrees) and beverages sold outside of the reimbursable meal was not checked to ensure compliance with Smart Snack guidelines. The nutrition information of foods (sides and entrees) and beverages sold outside of the reimbursable meal must be checked in the Smart Snack calculator to ensure compliance with Smart Snack guidelines.

Local Wellness Policy

Citation:

Documentation of an assessment of the local wellness policy is not on file. Assessments by site must be conducted once every three years. Copies of the triennial assessments must be maintained and available for review and must be posted publicly.



Dr. Tony Sanders, State Superintendent of Education
Dr. Steven Isoye, Chair of the Board

100 N. First Street • Springfield, IL 62777
555 W. Monroe Street, Suite 900 • Chicago, IL 60661

isbe.net

May 01, 2025

Agreement No.
48-072-3220-26

Mr. Joel Schmieg
Elmwood CUSD 322
301 W Butternut St
Elmwood, IL 61529-9454

Dear Mr. Joel Schmieg :

Enclosed is the report of your School Nutrition Programs Resource Management Review, conducted on April 30, 2025.

The program was found to be in compliance on the day of the review. The assistance and the cooperation of the sponsor personnel during the review was appreciated.

If you have questions regarding your review, please contact Michael Gogerty at mgogerty@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", with a long, sweeping horizontal line extending to the right.

Mark R. Haller, SNS
Director
Nutrition Programs

cc: File

**School Nutrition Programs
Resource Management Review**

This report summarizes the results of the resource management review for the School Nutrition Programs sponsored by the Elmwood CUSD 322, RCDT number 48-072-3220-26, conducted on April 30, 2025, by Michael Gogerty, Principal Consultant.

As a result of the review, the sponsor was found to be in compliance with the program requirements evaluated; therefore, no response is required.