



# Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

James T. Meeks  
Chairman

Tony Smith, Ph.D.  
State Superintendent of Education

March 10, 2017

Agreement No.  
48-072-3250-26

Eric Heath  
Peoria Heights Community Unit School District 325  
500 East Glen Avenue  
Peoria, Illinois 61616

Dear Mr. Heath:

Enclosed is the report of the School Nutrition Programs administrative review conducted on February 9 and 10, 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 April 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](mailto: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 Heights Community Unit School District, Agreement #48-072-3250-26, conducted on February 9 and 10, 2017, by Tim Folger, Principal Consultant.

The results of the review were discussed at an exit conference on February 10, 2017, with Suzanne Cranford, Food Service Director.

Peoria Heights 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
- Community Eligibility Provision
- 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
- Outreach

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

### **Verification**

The confirmation review was conducted by the determining official. The confirmation review must be done by an individual other than the determining official.

### **Meal Counting and Claiming**

Meal counts by category for lunch and breakfast were not correctly used in the Claim for Reimbursement because data input errors occurred. Meal counts by category must be accurately reported each month.

### **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.

### **Fiscal Action**

As a result of the problems cited, overclaims for January 2017 has been identified for the following programs:

- National School Lunch Program - \$1.08
- School Breakfast Program - \$2.09

Federal regulations allow this office to waive overclaims less than \$600.00; therefore, these overclaims will not be assessed.