



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.
48-072-3260-26

Shannon Duling
Princeville Community Unit School District 326
909 North Town Avenue
Princeville, Illinois 61559

Dear Mr. Duling:

Enclosed is the report of the School Nutrition Programs administrative review conducted on January 4 and 5, 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 Princeville Community Unit School District 326, Agreement #48-072-3260-26, conducted on January 4 and 5, 2017, by Tim Folger, Principal Consultant.

The results of the review were discussed at an exit conference on January 5, 2017, with Kelly Etwell, District Secretary.

Princeville Elementary 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

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

- Meal Components and Quantities
- Outreach

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

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.

Princeville Elementary School

As a result of the review at Princeville Elementary School on January 4 and 5, 2017, the following problems were identified. All other areas were found to be in compliance.

Meal Components and Quantities – Day of On-Site Observation

At lunch, the portion size of the grain/bread for the chef salad did not meet meal pattern requirements. The minimum serving size of the grain/bread must provide at least 1 ounce equivalent.

Meal Components and Quantities –Selected Week 11/28-12/2/16

The lunch menu did not meet the weekly grain/bread ounce equivalent requirement for the chef salad. Menus must contain a minimum of eight grain/bread servings per week for grades K-5.

For lunch, the minimum grain/bread serving size was not offered each day for the chef salad. A minimum of one ounce equivalent must be offered on a daily basis.