



Illinois State Board of Education

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James T. Meeks
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State Superintendent of Education

April 19, 2017

Agreement No.
48-072-3280-03

Lee Ann Meinhold
Hollis Consolidated School District 328
5613 West Tuscarora Road
Peoria, Illinois 61607-9564

Dear Ms. Meinhold:

Enclosed is the report of the School Nutrition Programs administrative review conducted on March 23 and 24, 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 May 19, 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 Hollis Consolidated School District 328, Agreement #48-072-3280-03, conducted on March 23 and 24, 2017, by Tim Folger, Principal Consultant.

The results of the review were discussed at an exit conference on March 24, 2017, with Lee Ann Meinhold, Superintendent.

Hollis Consolidated Grade 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:

- Verification
- 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

Applications selected for verification did not receive a confirmation review. Applications selected for verification must undergo a confirmation review. This must be done by an individual other than the determining official. Documentation of the confirmation review must be recorded on the application.

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.