



May 23, 2023

Agreement No. 51-084-0110-26

Mr. Tim Kratochvil  
Pawnee CUSD 11  
810 4th St  
Pawnee, IL 62558-9680

Dear Mr. Tim Kratochvil :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on March 22, 23, 2023 and May 22, 2023. 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 February 2023 through March 2023 has been identified for the following:

School Breakfast Program - \$83.53

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

However, if you participate in the Seamless Summer Option (SSO) and an overclaim is identified with a future SSO Claim for Reimbursement, the overclaim amount will be added to the above assessment and a new fiscal adjustment amount will be calculated. If the new assessment exceeds the \$600.00 threshold, fiscal action will be required.

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 Judy Foster at [jfoster@isbe.net](mailto:jfoster@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 Pawnee CUSD 11, RCDT number 51-084-0110-26, conducted on March 22, 23, 2023 and May 22, 2023, by Judy Foster, Principal Consultant.

The results of the review were discussed at an exit conference on May 22, 2023, with  
Amanda Polistina, Grade School Secretary  
Kedra Brown, Cafeteria Director

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

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

**Area(s) of Technical Assistance:**

Local Wellness Policy

Meal Components and Quantities

Outreach

Professional Standards

Verification

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

**Site: Pawnee Grade School (14699)**

**Meal Components and Quantities**

**Citation:**

On the day of the on-site observation for breakfast, twelve 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.

**Citation:**

The lunch menus for the selected week of review, February 20-24, 2023, were evaluated and the following daily portion size problems were identified:

- 1) The minimum meat/meat alternate serving size was not offered on Wednesday and Thursday. A minimum of one ounce meat/meat alternate equivalent must be offered on a daily basis for grades K-8.
  - 2) The minimum grain/bread serving size was not offered on Thursday. A minimum of one ounce grain/bread equivalent must be offered on a daily basis for grades K-8.
- Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

**Citation:**

The standardized recipe on file for chicken pot pie was not followed. Standardized recipes must be followed to ensure a consistent product is produced and to ensure the integrity of the recipe.

**Citation:**

Daily portion size issues were found with the selected week of review, February 20-24, 2023, breakfast menus. The minimum daily grain/bread ounce equivalents were not offered on Wednesday. A minimum of one ounce grain/bread equivalent must be offered on a daily basis for grades K-12.

**Citation:**

Lunch menus for the selected week of review, February 20-24, 2023, were evaluated and the following problems were identified:

- 1) The weekly minimum meat/meat alternate ounce equivalents were not offered. Menus must contain a minimum of nine meat/meat alternate ounce equivalents per week for grades K-8.
  - 2) The beans/peas (legumes) vegetable subgroup was not offered any time during the week evaluated. The minimum weekly requirement must be met for each vegetable subgroup.
- Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

**Citation:**

Breakfast menus for the selected week of review, February 20-24, 2023, were evaluated and the following problems were identified:

- 1) On Tuesday, the grain/bread was missing from the breakfast menu. Breakfast menus must offer a fruit, a grain/bread, and milk.
- 2) The weekly grain/bread ounce equivalent requirement was not met. Menus must contain a minimum of eight grain/bread ounce equivalent servings per week for grades K-12.

**Sponsor: Pawnee CUSD 11**

### **Verification**

**Citation:**

The notification letter sent to the households selected for verification does not contain the required information. The letter was missing the timeframe for which the verification documentation is due and failure to provide documentation will result in termination of benefits. The verification notification letter sent to selected households must contain the required information.

**Citation:**

Benefits of students from households that did not cooperate with verification were not terminated. These benefits must be terminated immediately.

**Citation:**

Annual verification of household eligibility applications was not completed by November 15. Annual verification of household eligibility applications must be completed by November 15 each year. Verification is considered complete on the date when the verification results letter is sent to the selected household(s).

**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.

### **Food Safety, Storage, and Buy American**

**Citation:**

Much of the food safety plan on file was the template found on the Nutrition Programs website and had not been tailored for Pawnee CUSD 11. A section in the middle of the plan was adopted in 2018, but has not been updated with current information. A food safety plan specific to the district and each site, including standard operating procedures, must be developed and implemented. The plan must be reviewed periodically to ensure it is current.

### **Outreach**

**Citation:**

Households have not been notified of the availability of the School Breakfast Program. At or near the beginning the school year, LEA's must inform households of the availability of the School Breakfast Program. The notification should include such factors as the location, time, and price.

**Citation:**

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.

### **Smart Snacks**

**Citation:**

The nutrition information of foods and beverages sold via vending machines was not checked to ensure compliance with Smart Snack guidelines. All foods and beverages sold to students during the school day outside of the reimbursable meals must be compliant with Smart Snack guidelines.

### **Local Wellness Policy**

**Citation:**

The local wellness policy is not reviewed and updated as required. An assessment of the local wellness policy is required every three years. At a minimum, the local wellness policy must be updated after the triennial assessment is conducted.

**Citation:**

There is not an active local wellness policy committee. Local education agencies must allow stakeholders such as parents, students, food service staff, teachers, school nurses, school board members, school administrators and general members of the public to participate in the local wellness policy process. This process includes the development, implementation, and periodic review and update of the local wellness policy.