

February 07, 2025

Agreement No. 53-102-0060-26

Mr. David Johnson
Fieldcrest CUSD 6
1 Dornbush Dr
Minonk, IL 61760-1363

Dear Mr. David Johnson :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on February 3, 4, 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 December 2024 has been identified for the following:

After School Snack Program - \$52.03

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 Kari Perkins at kperkins@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 Fieldcrest CUSD 6, RCDT number 53-102-0060-26, conducted on February 3, 4, 2025, by Kari Perkins, Principal Consultant.

The results of the review were discussed at an exit conference on February 4, 2025, with Jason Chaplin, Food Service Director/Principal

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.

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

Area(s) of Technical Assistance:

Afterschool Snack
Claim for Reimbursement
Food Safety
Local Wellness Policy
Meal Components and Quantities
Offer Versus Serve
On-Site Reviews
Procurement
Reporting and Recordkeeping

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

Site: Fieldcrest Primary School (14117)

Counting and Recording Daily Meal Totals

Citation:

The site agreement is not being followed. The approved site application states the site operates straight serve meal service for grades K-2 at lunch. After observation, it was determined the site serves offer versus serve meal service for grades K-2. The terms in the Permanent Agreement must be adhered to and followed or a change must be made and approved by ISBE in the site application.

Offer versus Serve

Citation:

"Offer versus Serve" has not been implemented correctly at lunch. Children were automatically being served the entree and tater tots, and then forced to choose at least one more item between the peas/carrots and peaches. Other than the requirement to select a 1/2 cup of fruit or vegetable, students must be allowed to decide which components they will select.

Meal Components and Quantities

Citation:

The lunch menus for December 9-13, 2024, were evaluated and the minimum daily portion size of the vegetable was not served any day of the week. A minimum 3/4 cup must be offered on a daily basis. Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

Citation:

Production records for December 9-13, 2024, do not contain the required information. The following details were missing:

- 1) The recipe or product name was not recorded for all foods.
- 2) The student and total projected number of servings were not recorded for all food items.
- 3) The amount of food used was not recorded for all food items.
- 4) The number of leftovers were not recorded for all food items. Production records must accurately reflect the specific foods/condiments used, recipe or product name, grade groups, portion sizes, student and total projected servings, amount of food used, and the number of leftovers.

Citation:

Recipes for meat sauce with bosco sticks, beef & cheese quesadilla, and rotini with meat sauce were not available. Standardized recipes must be on file when two or more ingredients are combined. Standardized recipes must contain the weight or measurement of each ingredient, steps of preparation, yield, and portion sizes.

Citation:

Daily portion size issues were found with the December 9-13, 2024, breakfast menus. The minimum fruit serving size was not offered on any day during the week. A minimum one cup fruit must be offered on a daily basis. Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

Citation:

Lunch menus for December 9-13, 2024 were not adequate. The following problems were identified:

- 1) The beans/peas/lentils vegetable subgroup was not offered any time during the week evaluated. The minimum weekly requirement must be met for each vegetable subgroup.
- 2) The minimum weekly portion requirement was not met for the dark green vegetable subgroup at lunch. The minimum weekly portion requirement must be met for each vegetable subgroup.

Citation:

Breakfast menus for December 9-13, 2024, were evaluated and the following problems were identified:

- 1) At least 80% of the grain/bread ounce equivalents offered for the week were not whole-grain rich. At a minimum, 80% of the grain/bread ounce equivalents required each week must be whole-grain rich.
- 2) At breakfast, the amount of fruit juice available to students on a weekly basis exceeds the allowable amount. The amount of juice available on a weekly basis must not exceed half of the total weekly fruit portion. Appropriate documentation must be available to validate the contributions of the food items to the meal pattern requirements.

On-site Monitoring

Citation:

An annual on-site review for lunch was not conducted by February 1 for Fieldcrest Primary School. These reviews must be conducted by February 1 of each year to ensure that site claims are based on a daily meal count, by category, taken at the point of service.

Food Safety, Storage, and Buy American

Citation:

The established HACCP plan was not available at Fieldcrest Primary School. The HACCP plan must be available on site and training must be implemented to ensure site personnel are following the plan.

Citation:

A copy of the most recent health inspection was not posted. The site must post a copy of the most recent health inspection in a prominent viewing area.

Citation:

Temperature logs are not completed. On a daily basis, the temperatures of prepared cold/hot foods and all storage areas must be recorded. These temperature logs must be maintained on file for six months.

After-School Snack Program

Citation:

Point of service snack counts by student name and benefit category are not maintained. Snack counts must be taken at the point of service by student name and eligibility category.

Citation:

The number of snacks claimed for December 2024 was not accurate because mathematical errors occurred. Claims for Reimbursement must be accurately submitted to the state agency.

Citation:

Production records were not available for the selected week. Production records must be completed on a daily basis.

Citation:

The site does not take an accurate count of snacks on a daily basis. Snack counts were not taken at the point of service, they were based on attendance records. Snack counts must be taken on a daily basis at the point of service where a determination can accurately be made that a free, reduced-price, or paid snack has been served to an eligible child.

Citation:

An on-site review was not conducted during the first four weeks of operation of the snack program or any other time during the school year at Fieldcrest Primary School. The LEA is required to conduct two on-site reviews for each snack site on an annual basis. The first review must be conducted within the first four weeks of operation. An additional review must be conducted within the school year.

Sponsor: Fieldcrest CUSD 6

Community Eligibility Option

Citation:

The cost of providing meals to all students at zero cost is offset with federal funds. The difference of offering meals to all students at no cost must be accounted for using non-federal funds.

Local Wellness Policy

Citation:

The minimum required elements were not included in the Local School Wellness Policy. The policy must include specific goals for nutrition promotion and education, physical activity, and other school-based activities designed to promote student wellness. Fieldcrest CUSD 6's local wellness policy was missing the other school-based activities section designed to promote school wellness. The Local School Wellness Policy must contain the required elements.

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.

On-site Monitoring

Citation:

An adequate number of annual on-site reviews was not conducted for breakfast. A plan must be developed to ensure these reviews are conducted by February 1 each year. Annually, breakfast reviews must be conducted for 50% of your schools participating in the School Breakfast Program. Each site must be reviewed once every two years. The purpose of on-site reviews is to certify site claims are based on a daily meal count, by category, taken at the point of service.



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

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isbe.net

April 18, 2025

Agreement No.
53-102-0060-26

Mr. David Johnson
Fieldcrest CUSD 6
1 Dornbush Dr
Minonk, IL 61760-1363

Dear Mr. David Johnson :

Enclosed is the report of your School Nutrition Programs Resource Management Review, conducted on April 17, 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 that reads "Mark R. Haller". The signature is fluid and cursive, with a long horizontal stroke at the end.

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 Fieldcrest CUSD 6, RCDT number 53-102-0060-26, conducted on April 17, 2025, by Michael Gogerty, Principal Consultant.

The results of the review were discussed at an exit conference on April 17, 2025, with
David Johnson, Superintendent

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