



March 28, 2023

Agreement No. 65-108-2250-51

Mr. Steve Gulkesen
Concept Schools Inc
1336 Basswood Rd
Schaumburg, IL 60173-4544

Dear Mr. Steve Gulkesen :

Enclosed is the report of your School Nutrition Programs Meal Compliance and Accountability Review, conducted on February 9, 10, 14, 15, 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 has been identified for the following:

National School Lunch Program - \$3.78

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 John Burton at jbarton@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 Concept Schools Inc, RCDT number 65-108-2250-51, conducted on February 9, 10, 14, 15, 22, 2023, by John Burton, Principal Consultant.

The results of the review were discussed at an exit conference on February 22, 2023, with Alex Connell, 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

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

Area(s) of Technical Assistance:

Civil Rights
Food Safety
Local Wellness Policy
On-Site Reviews
Procurement

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

Site: Horizon Science Acad-Belmont Charter Sch (71617)

Meal Components and Quantities

Citation:

Sixty-three lunches observed did not contain all required components. All meals must contain the required number of components. A reimbursable lunch must contain a meat/meat alternate, a fruit, a vegetable, a grain/bread, and milk in the required serving sizes.

Fifteen 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.

Food Safety, Storage, and Buy American

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.

Sponsor: Concept Schools Inc

Civil Rights

Citation:

Civil rights training has not been conducted for administrative staff. Annual civil rights training is required for frontline staff and supervisors who interact with program participants. A copy of the Summary of Civil Rights Requirements is available on the Nutrition and Wellness Programs website.

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.

Procurement

Citation:

A menu planning advisory board does not exist. When a school district contracts with a food service management company, the school district must establish a menu planning advisory board and maintain direct control over the group. The board must consist of parents, teachers, and students.