



**Illinois  
State Board of  
Education**

**Recipe**   
for **Success**

SNP BACK TO SCHOOL CONFERENCE

# **Your School Nutrition Programs Review... What to Expect!**

Equity • Quality • Collaboration • Community

# School Nutrition Program (SNP) Review



Administrative  
Review



Financial Management Review  
Resource  
Management  
(RM) Review



Procurement  
Review



# How often are reviews?



Every  
five  
years



# Is this your year for a review?

<https://www.isbe.net/Pages/School-Nutrition-Monitoring-and-Review.aspx>

Tentative List of SFAs  
to Receive a School  
Nutrition Program  
Review in School Year  
2023-24



Illinois  
State Board of  
Education

Equity • Quality • Collaboration • Community

# Review Checklist

5

## School Nutrition Programs Administrative Review Checklist

During the **Administrative Review**, the Illinois State Board of Education will review program records for compliance with state and federal regulations. This checklist will assist in preparing for the School Nutrition Programs (SNP) administrative review, which will include an evaluation of the National School Lunch Program, School Breakfast Program, Special Milk Program, Afterschool Snack Program, Fresh Fruit and Vegetable Program, and/or Seamless Summer Option. Records for the current fiscal year should be available for review.

The SNP Administrative Handbook is located on the Nutrition and Wellness Programs website at <https://www.isbe.net/Pages/Nutrition-and-Wellness.aspx>. On the website, in the upper left corner in the box titled, "Nutrition and Wellness," click on School Nutrition Programs. Scroll down and under the green program boxes, click on "Administrative Handbook."

### Eligibility Documentation

- \_\_\_\_\_ Official Direct Certification reports will be evaluated.
- \_\_\_\_\_ Documentation of the extension of benefits will be evaluated. Click here for a sample form: [Extension of Benefits form](#)
- \_\_\_\_\_ The Direct Certification Notification Letter will be reviewed. Click here for a sample letter: [Direct Certification Notification Letter](#)
- \_\_\_\_\_ Income applications must contain the required information:
  - Names of all household members
  - All household income and how frequently received
  - Signature of an adult household member
  - Last four digits of the social security number of the adult household member who signs the application
- \_\_\_\_\_ Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) applications must contain the required information:
  - Accurate case number. Click here for guidance: [SNAP/TANF Case # Guidance](#)
  - Signature of an adult household member

Adequate eligibility for foster children must be on file. Documentation may

Available on webpage  
in Monitoring and  
Review Information  
section.

[https://www.isbe.net/  
Documents/nslp-  
admin-rev-  
checklist.pdf](https://www.isbe.net/Documents/nslp-admin-rev-checklist.pdf)



Illinois  
State Board of  
Education

# Announcement Letter in WINS



## Sponsor Lookup

Name / RCDT / City / Address / Zip

11-000-0000-00

Program

National School Lunch

Program Year

2014

Search

### Alerts [-]

No Alerts

### Comments/Notes [-]

Claim Instructions available - clic...

[View](#)

Sample School District 100 – 11-000-0000-00

Sponsor Tasks

Sites

Claims & Monitoring

Applications & Participation

Sponsor Info

## Administrative Tasks

### Sponsor Tasks

[Batch Daily Meal Counts](#)  
[Batch Participation Detail](#)  
[Close Site](#)  
[Terminate Site](#)

### Site Application Tasks

[Enroll Site In New Program](#)  
[Edit Site Questionnaire](#)  
[Edit Program Participation](#)  
[Edit Participation Detail](#)

### Reports

[Waiver Submissions](#)  
[Public/Private Free, Reduced, Eligible](#)  
[Elementary Free, Reduced, Eligible](#)  
Applications Not Received  
[Dcfs Sponsor Reports](#)  
[NSLP Verification Summary Report](#)  
[Direct Certification](#)  
[Deleted Sites](#)

### Budget

No WINS Budgets required.



# Sample Letter



## Illinois State Board of Education

100 North First Street, Springfield, IL 62777-0001  
www.isbe.net

**Gery J. Chico**  
*Chairman*

**Christopher A. Koch, Ed.D**  
*State Superintendent of Education*

---

January 23, 2014

**George Washington**  
**Sample School District 1**

Agreement Number  
**11-000-0000-00**

Dear **Mr. Washington**

Our records indicate that you are eligible for National School Lunch Administrative review this fiscal year. A staff person from the Nutrition and Wellness Programs Division will contact you to schedule the review.

To prepare for your review, please refer to the review checklist on our website at <http://www.isbe.net/nutrition/PDF/nslp-admin-rev-checklist.pdf>. If you have any questions regarding the review, please contact Kim Nesler at 1-800-545-7892.



State Board of  
Education

# Types of School Nutrition Programs (SNP) Reviews

## Administrative Review (AR)

\* Comprised of two sub-reviews

1) Meal Compliance & Accountability Review (MCAR)

2) Resource Management Review (RM)

## Procurement Review (PR)



# Review Objectives

9



Assess compliance with program requirements



Provide technical assistance



Recommend corrective action



Ensure integrity of program payments

# Overview of the Review Process

10



# Preliminary Data Collection

11

- The assigned reviewer will contact the SFA directly to schedule the exact dates of the review via phone and/or email
  - Review period selected
  - Email master list of eligible students who qualify for free/reduced (benefit issuance document)
  - Summary of program practices/procedures
  - Dietary specification assessment
  - School/site selection



# School Site Selection

Based upon these factors for each school site:

- # of sites (see chart below)
- # of serving days
- # of students who qualify for free meals
- # of free lunches claimed
- Average daily participation

Number of Sites in the School Food Authority	Minimum Number of Sites to Review for NSLP	Number of Sites in the School Food Authority	Minimum Number of Sites to Review for NSLP
1 to 5 .....	1	41 to 60.....	6
6 to 10.....	2	61 to 80.....	8
11 to 20.....	3	81 to 100.....	10
21 to 40.....	4	101 or More.....	12*

\* 12 plus 5 percent of the number of sites over 100. Fractions must be rounded to the nearest whole number.

# Administrative Review Structure

13

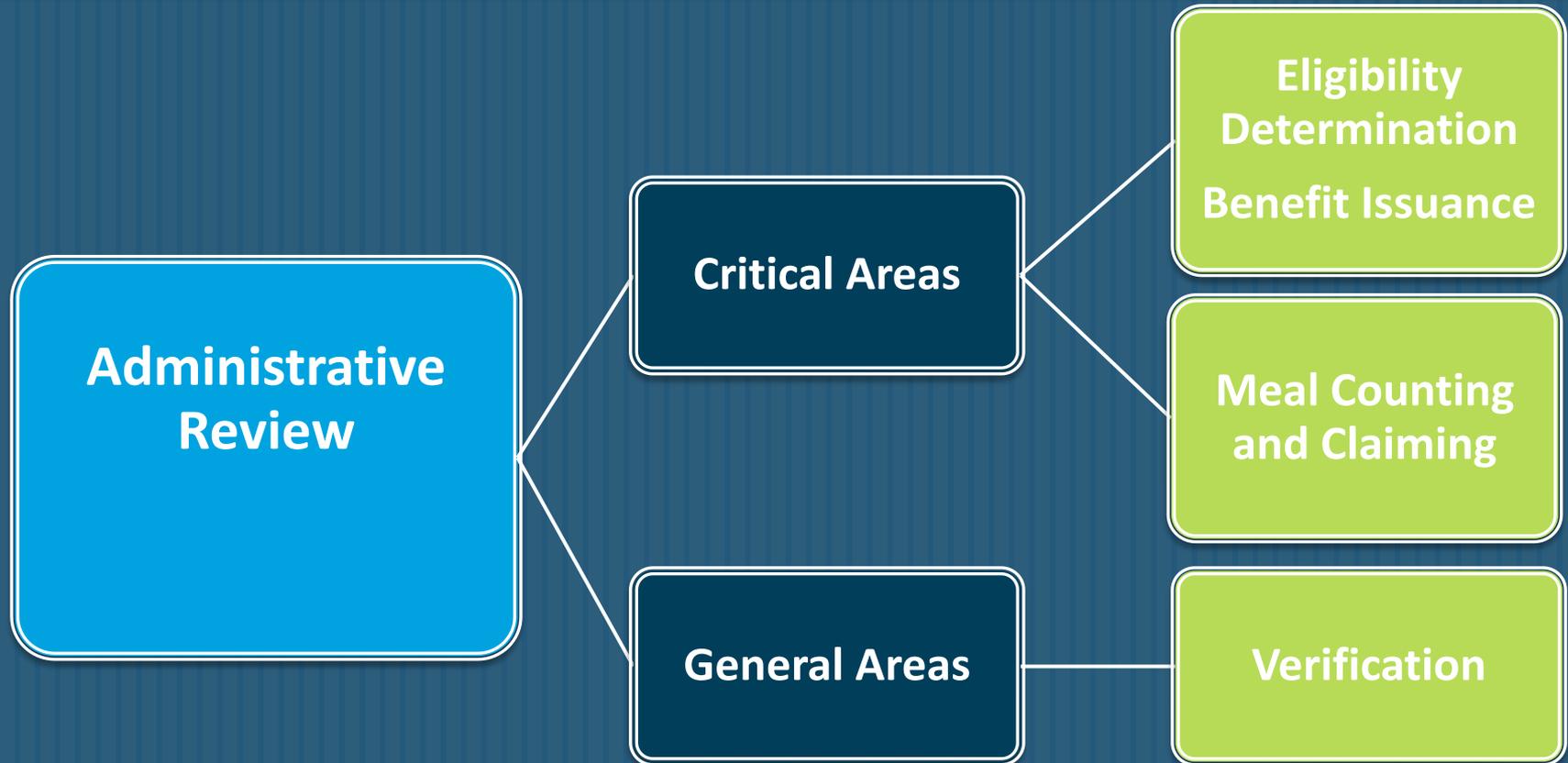
Section 1	Section 2	Section 3	Section 4	Section 5
<b>Access &amp; Reimbursement</b> <ul style="list-style-type: none"><li>• Eligibility Determination</li><li>• Benefit Issuance</li><li>• Verification</li><li>• Meal Counting, Claiming and Reimbursement</li></ul>	<b>Nutritional Quality/Meal Pattern</b> <ul style="list-style-type: none"><li>• Meal Components</li><li>• Offer versus Serve</li><li>• Dietary Specifications and Nutrient Analysis</li></ul>	<b>Resource Management</b> <ul style="list-style-type: none"><li>• Nonprofit School Food Service Account</li><li>• Paid Lunch Equity</li><li>• Revenue from Non-program Foods</li><li>• Indirect Costs</li></ul>	<b>General Program Compliance</b> <ul style="list-style-type: none"><li>• Civil Rights</li><li>• On-site Monitoring</li><li>• Local Wellness Policy</li><li>• SMART Snacks</li><li>• School Meal Environment</li><li>• Water</li><li>• Food Safety</li><li>• SBP &amp; Summer Meals Outreach</li><li>• Record Keeping</li></ul>	<b>Other Federal Program Reviews</b> <ul style="list-style-type: none"><li>• Afterschool Snack Program</li><li>• Seamless Summer Option</li><li>• Fresh Fruit and Vegetable Program</li><li>• Special Milk Program</li></ul>

13



# Access and Reimbursement

SFA Wide



# \$ Critical Areas

- \$ Certification and benefit issuance
  - Household eligibility applications
  - Direct certification
  - CEP
- \$ Meal counting and claiming
- \$ Meal components

***Fiscal adjustments (\$) are always a possibility when you have errors in a critical area.***



# Direct Certification

- All school districts must conduct direct certification at least three times in SY23-24.
  1. At or near the beginning of the school year
  2. 3 months after the initial effort
  3. 6 months after the initial effort
- Recommend conducting each month



# Benefit Issuance Example

17

- Students will be selected for review randomly
- You will be notified which students are selected

	A	B	C	D	E	F
1	Student Name	School	Category	Certification Method	Approval Date	Selected for Verification
2	Coyote, Wylie	Acme Elementary	Free	Application Categorical Foster Child	8/25/2014	
3	Duck, Daffy	Acme Middle School	Reduced	Application - Income	9/2/2014	X
4	Mouse, Mickey	Acme High School	Free	Direct Certification	7/7/2014	
5	Mouse, Minnie	Acme High School	Free	Direct Certification sibling	7/8/2014	
6	Roadrunner, The	Acme Middle School	Free	Application - Income	8/27/2014	X

# Common Findings for eligibility

18

- \$ No approved application on file
- \$ HEA does not match benefit issuance document
- \$ Income application missing required information
- \$ Case number on application is not valid
- \$ Single child DC documentation not maintained
- Extension of benefits not documented
- Student eligibility status is not updated in POS or roster
- \$ Changes in benefits not made at end of 30 day carryover period



# Meal Counting Procedures

19

- Observe meal service
- Determine if overt identification exists
- Determine if POS counts are accurate
- Inquire with cashier about
  - Charge policy
  - POS student ID
  - No excessive POS overrides
  - Back-up system
- Determine if cashiers are trained



# \$ Meal Counting and Claiming

- Point of service (POS)
  - Definition: The location in the serving line where a staff member confirms that a reimbursable meal is served to a student. The location is typically at the end of the serving line and some form of exchange occurs (keypad, card swiped, etc)
    - Reimbursable Meal = contains 5 required components in required portion sizes or 3 components for OVS.
  - Objective: Collect accurate F/R/P meal counts that can be submitted to ISBE for reimbursement.

# \$ Meal Counting Concerns

- Meal counts for classroom feeding must be at the point of service.
- NEVER base a meal count on the number of meals delivered or prepared.
- NEVER add adult meals to student meal counts - adult meals must NOT be submitted to ISBE for reimbursement.



# \$ Meal Counting Concerns

- Tally sheets
  - Each meal must be individually marked.
  - Do not simply circle a total.

Examples below are NOT acceptable.

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

First Meals Served to Children (cross off number as each child receives a meal):

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>
<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	<del>32</del>	<del>33</del>	<del>34</del>	<del>35</del>	<del>36</del>	<del>37</del>	<del>38</del>	<del>39</del>	<del>40</del>
<del>41</del>	<del>42</del>	<del>43</del>	<del>44</del>	<del>45</del>	<del>46</del>	<del>47</del>	<del>48</del>	<del>49</del>	<del>50</del>	51	52	53	54	55	56	57	58	59	60
<del>61</del>	<del>62</del>	<del>63</del>	<del>64</del>	<del>65</del>	<del>66</del>	<del>67</del>	<del>68</del>	<del>69</del>	<del>70</del>	71	72	73	74	75	76	77	78	79	80
<del>81</del>	<del>82</del>	<del>83</del>	<del>84</del>	<del>85</del>	<del>86</del>	<del>87</del>	<del>88</del>	<del>89</del>	<del>90</del>	91	92	93	94	95	96	97	98	99	100

**DENIED**



# Pre-K Meals

- When pre-k students are served separately from older students, schools must follow Child and Adult Care Food Program (CACFP) meal pattern.



Pre-K Meals Fact Sheet



<https://www.isbe.net/Documents/2020-21-preschoolmeals-factsheet.pdf>



# General area- Verification

24

- **Verification** is the confirmation of eligibility for free and reduced-price meals under the NSLP and SBP
  - Verification is only required when free or reduced-price eligibility is determined through a household eligibility application
  - Students who are directly certified or categorically eligible are NOT subject to verification



# Verification Procedures

25

- Calculate correct sample size (District wide)
- Understand Verification official and confirming official
- Select from error-prone first (if applicable)
- Attempt direct verification
- Send out Notification letter
- Follow-up attempt documented for non-response households
- Eligibility changes made as a result of findings (if applicable)
- Complete the process by November 15<sup>th</sup>

# Nutritional Quality & Meal Pattern

Site level



# Meal Components/Quantities – Day of Review

## Breakfast and Lunch

27

- All meal service lines, including alternate meal locations, must offer all required components
  - Portion sizes met
  - Milk variety offered
- Meal preparation observed
  - Standardized recipes in use



# Meal Components/Quantities – Day of Review

28

- Supporting documentation must be available including:
  - Production records
  - Nutrition Facts labels
  - CN labels or Product Formulation Statements – from the manufacturer (not the distributor)
  - Standardized recipes

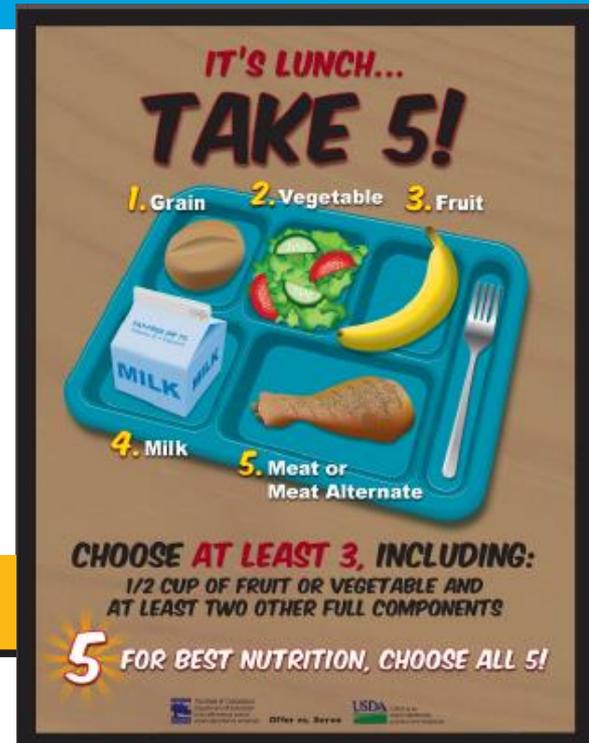
# Offer versus Serve (OVS)

## Breakfast and Lunch

- Signage must be posted at the beginning of the serving line
  - Indicate number of components required, fruit/vegetable required, and portion size
- Students must select  $\frac{1}{2}$  cup fruit or vegetable.
  - If  $\frac{1}{2}$  cup not taken, the meal will be disallowed

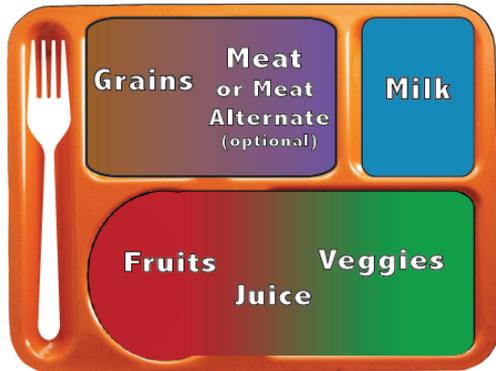


# Offer versus Serve Signage



## OFFER vs SERVE Food Items for School Breakfast

Choose **at least 3** of the following:



- **Grains/Meat or Meat Alternate (optional)**
- **Fruit/Vegetable/ Juice**
- **Milk**

For best nutrition, **choose 4**

# Offer versus Serve

31

- Staff must:
  - Understand the number of required meal components/food items for a reimbursable meal
  - Distinguish reimbursable meals from a la carte purchases
  - Accurately judge quantities when the school utilizes salad bars, food stations, theme bars, etc.



# Common Findings

32

- Menus do not meet the meal pattern
  - Daily requirements
  - Inadequate portion size
- Grain items are not 80% WG
- Lack of CN labels
- OVS not implemented correctly
  - Students not required to  $\frac{1}{2}$  cup fruit or vegetable
  - Students required to take a specific item



# \$ Fiscal Action

33

- Missing meal components on tray at POS
- For OVS, insufficient fruit/vegetable quantity on tray
  - Less than  $\frac{1}{2}$  cup fruit or vegetable taken



# Dietary Specifications Assessment Tool

## Breakfast and Lunch

34

- Completed at the site selected for the targeted menu review
- Assesses breakfast and lunch food service practices
- Risk factors look at how the food service practices affect the following:
  - Calories, saturated fat, sodium, trans fat
- Determines if the site is high risk



High risk = Nutrient analysis will be completed  
State Board of  
Education

## Dietary Specifications Assessment Tool

Assess your breakfast and lunch food service practices to determine the risk for violations related to calories, saturated fat, sodium, and trans fat. Think of a response in terms of always, sometimes and never. If practices vary by school, consider standardizing practices across all schools in the SFA.

1.	Do bid specifications for menu items and condiments require vendors to provide information on saturated fat, sodium and trans fat?
2.	Only low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored) milk is used for student consumption and in menu recipes.
3.	Low-fat, fat-free milk products are used. This includes yogurt and cottage cheese.
4.	Cheese (all varieties including reduced fat) is controlled by placing items in portion cups, portion controlled packaging or the use of appropriate serving size utensils to limit portion size allowed per meal. This includes cheese offered on salad bars.
5.	Are non-creditable cheese products offered as part of a reimbursable meal? (Non-creditable cheese includes: cheese sauce without a CN label, cheese product, imitation cheese and powdered cheese).
6.	Reduced-fat, low fat, fat-free mayonnaise, sour cream, and/or salad dressings are offered instead of full-fat varieties.
7.	Broths and/or soups with low or reduced sodium are used, rather than regular broths and soups.
8.	Fresh, frozen, and/or low sodium or no sodium canned vegetables are offered, rather than reduced sodium or regular canned vegetables.
9.	How often are pickles, olives, packaged crackers and/or croutons offered on the service line and/or salad bar?
10.	How often are meats such as hot dogs, luncheon meats (e.g. ham, turkey) and/or sausage offered on the service line and/or salad bar? (All varieties - including reduced and/or low sodium).
11.	Canned fruits are packed in water, fruit juice, or light syrup.
12.	Grain-based desserts such as doughnuts, pastries, cakes, and cookies are limited to 2 oz. eq. per week or less.
13.	Whole grain-rich foods offered meet the USDA criteria for "whole grain-rich."
14.	Other seasonings, such as herbs and spices, are substituted for salt.
15.	Oil is used in recipes, rather than shortening, margarine, or butter.
16.	Fat is drained from browned meats and poultry and/or fat is skimmed from broths, soups, stews, or gravies and/or skin is removed from poultry or skinless poultry is used.
17.	Is a deep fat fryer used on-site to prepare school meal items?
18.	Is butter or margarine added to breads and/or vegetables prior to serving?
19.	Standardized recipes are followed. All ingredients are weighed or measured with standardized weight or measuring utensils.
20.	Meal pattern for appropriate age/grade groups are used for menu planning, including the meal patterns and serving sizes. Weekly requirements for meats and grains are followed.
21.	How often are extra, non-reimbursable food items (e.g. potato chips, ice cream, pudding and/or gelatin) offered on the menu? Items sold a la carte are exempt.
22.	Portion sizes for condiments (e.g. hot sauce, ketchup, mustard, salad dressing) are controlled by placing items in portion cups, portion controlled packaging or the use of appropriate serving size utensils to limit portion size allowed per meal.
23.	Food items that may not contribute to reimbursable meal components, such as bacon, bacon bits, pepperoni, and chow mein noodles, are offered on salad bars and/or food bars.
24.	Students are offered butter or margarine in the serving line, at the condiment station and/or if they ask for it.
25.	Students are offered salt in the serving line, at the condiment station, on meal tables and/or if they ask for it.
26.	Larger portions and/or bonus items and/or seconds are offered (offering portion sizes that are inconsistent with the planned menu). Entrées sold a la carte are exempt.



# Common Risk Factors

36

- Salt available to students
- Non-creditable cheese products used
- Larger portions, seconds, or bonus items
- Non-reimbursable food items offered on the menu



# General Program Compliance

Civil Rights

On-Site Reviews

Local Wellness Policy

Smart Snacks

Water

Food Safety

Reporting and Recordkeeping

Outreach for the School Breakfast Program (SBP) and Summer

Food Service (SFSP) Program

Resource Management

# Civil Rights

38

- Program materials include the non-discrimination statement
- All participants have equal access to the program
- Civil rights training for staff
- “And Justice for All” poster displayed
- Accommodations for special dietary needs
- Procedure for processing discrimination complaints



# USDA Non-Discrimination Statement

39

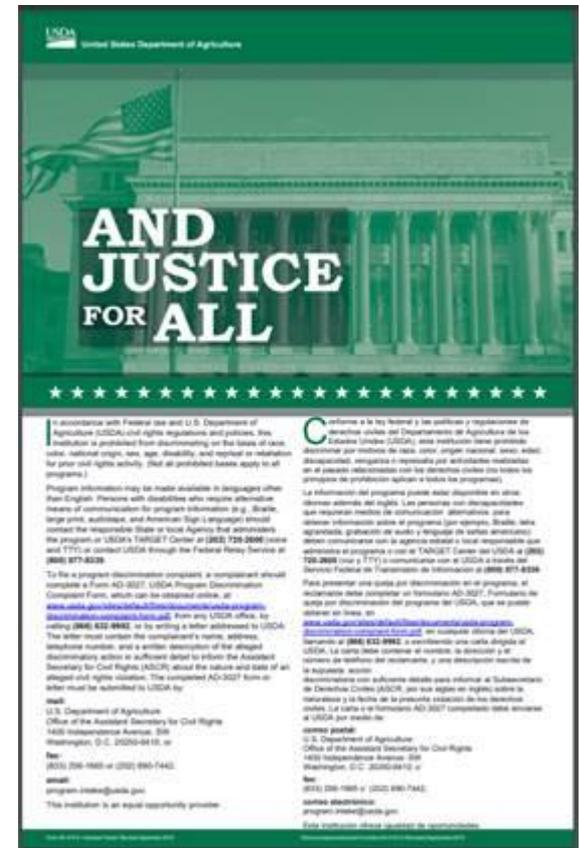
In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**OR**

This institution is an equal opportunity provider.

# Civil Rights Posters

- Make sure your poster is the one pictured. It must be the **ACTUAL** and not a 8x11 copy.
- Additional posters available upon request.
- Email [cnp@isbe.net](mailto:cnp@isbe.net).
- Include your name, district name, address and agreement/RCDT # and the number of posters needed.



# SFA Self-Monitoring

- Each year SFAs must adhere to monitoring requirements per NSLP/SBP regulations.
- SFAs with more than one site where meals are served must annually conduct reviews of each site's meal counting and claiming procedures.
  - All lunch sites must be reviewed.
  - A minimum of 50% of your breakfast sites must be reviewed.
- Reviews must be conducted by Feb. 1



# On-Site Review Assessment

## ISBE Form 67-35



Illinois  
State Board of Education

100 North First Street, Springfield, Illinois 62777-0001

SCHOOL NUTRITION PROGRAMS  
ON-SITE REVIEW FORM ASSESSMENT OF SCHOOL  
MEAL COUNTING AND CLAIMING PROCEDURES

Breakfast  Lunch  
 First Review  Follow-up Review

Nutrition and Wellness Programs Division

**INSTRUCTIONS:** Each school year, prior to February 1, sponsors with more than one site where reimbursable meals are served must conduct their own review of each site approved to participate in the NSLP and at 50 percent of the sites approved to participate in the SBP. Each site in the SBP must be reviewed at least once every two years. Sponsors with only one site, are not required to conduct on-site reviews but it is highly encouraged. In addition, an observation of staff in action, e.g. cashiers, managers, and servers must be conducted. Complete the form by indicating above if this is a Breakfast or Lunch review and if this is a First Review or a Follow-up Review. Next answer the following questions by checking the appropriate response. Maintain a copy of this form as documentation.

DISTRICT NAME	SCHOOL NAME (One Per Building)	
LEA REVIEWER'S NAME	DATE OF VISIT (By February 1)	TIME OF VISIT
	In: _____	Out: _____
Offer vs. Serve: <input type="checkbox"/> Yes <input type="checkbox"/> No (High schools must implement Offer vs. Serve.)		
Grades participating in Offer vs. Serve (Check all that apply):		
<input type="checkbox"/> Pre-K <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> not participating		

MEAL COUNT SYSTEM

Yes	No											
<input type="checkbox"/>	<input type="checkbox"/>	1. Are meals counted at the point of service? (The person responsible for the meal count should be where it can be determined that a reimbursable meal has been served to an eligible student. In most cases, this is at the end of the service line.)										
<input type="checkbox"/>	<input type="checkbox"/>	2. Does the person taking the meal count understand the components required for a reimbursable meal?										
<input type="checkbox"/>	<input type="checkbox"/>	3. Does the school have a policy for each of the following situations? If no, indicate which policy is not developed.										
		<table border="0"><tr><td><input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs</td><td><input type="checkbox"/> e. A la carte selections</td></tr><tr><td><input type="checkbox"/> b. Power failure (for automated systems)</td><td><input type="checkbox"/> f. Second student meals</td></tr><tr><td><input type="checkbox"/> c. Student worker meals</td><td><input type="checkbox"/> g. Incomplete meals</td></tr><tr><td><input type="checkbox"/> d. Adult meals</td><td><input type="checkbox"/> h. Field trips</td></tr><tr><td></td><td><input type="checkbox"/> i. Visiting student meals</td></tr></table>	<input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs	<input type="checkbox"/> e. A la carte selections	<input type="checkbox"/> b. Power failure (for automated systems)	<input type="checkbox"/> f. Second student meals	<input type="checkbox"/> c. Student worker meals	<input type="checkbox"/> g. Incomplete meals	<input type="checkbox"/> d. Adult meals	<input type="checkbox"/> h. Field trips		<input type="checkbox"/> i. Visiting student meals
<input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs	<input type="checkbox"/> e. A la carte selections											
<input type="checkbox"/> b. Power failure (for automated systems)	<input type="checkbox"/> f. Second student meals											
<input type="checkbox"/> c. Student worker meals	<input type="checkbox"/> g. Incomplete meals											
<input type="checkbox"/> d. Adult meals	<input type="checkbox"/> h. Field trips											
	<input type="checkbox"/> i. Visiting student meals											
<input type="checkbox"/>	<input type="checkbox"/>	4. When meal count problems occur, does the individual taking the meal count understand the school's policies for handling each situation? If no, indicate which policy is not followed.										
		<table border="0"><tr><td><input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs</td><td><input type="checkbox"/> e. A la carte selections</td></tr><tr><td><input type="checkbox"/> b. Power failure (for automated systems)</td><td><input type="checkbox"/> f. Second student meals</td></tr><tr><td><input type="checkbox"/> c. Student worker meals</td><td><input type="checkbox"/> g. Incomplete meals</td></tr><tr><td><input type="checkbox"/> d. Adult meals</td><td><input type="checkbox"/> h. Field trips</td></tr><tr><td></td><td><input type="checkbox"/> i. Visiting student meals</td></tr></table>	<input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs	<input type="checkbox"/> e. A la carte selections	<input type="checkbox"/> b. Power failure (for automated systems)	<input type="checkbox"/> f. Second student meals	<input type="checkbox"/> c. Student worker meals	<input type="checkbox"/> g. Incomplete meals	<input type="checkbox"/> d. Adult meals	<input type="checkbox"/> h. Field trips		<input type="checkbox"/> i. Visiting student meals
<input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs	<input type="checkbox"/> e. A la carte selections											
<input type="checkbox"/> b. Power failure (for automated systems)	<input type="checkbox"/> f. Second student meals											
<input type="checkbox"/> c. Student worker meals	<input type="checkbox"/> g. Incomplete meals											
<input type="checkbox"/> d. Adult meals	<input type="checkbox"/> h. Field trips											
	<input type="checkbox"/> i. Visiting student meals											
<input type="checkbox"/>	<input type="checkbox"/>	5. Is a trained substitute for counting meals available if an employee is absent?										

ISBE 67-35 (11/16)



[isbe.net/documents/67-35\\_onsite\\_review.pdf](https://isbe.net/documents/67-35_onsite_review.pdf)



Illinois  
State Board of  
Education

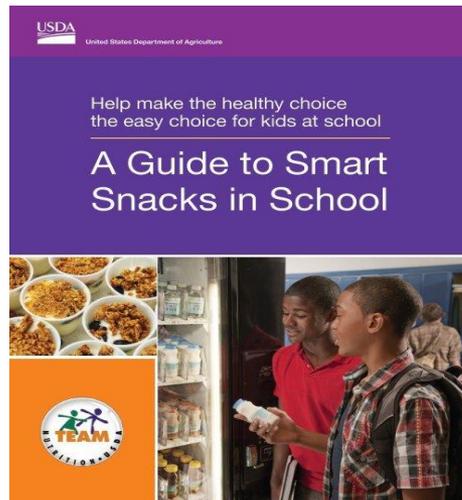
# Local Wellness Policy (LWP)

- Policy must be available to the public.
  - Website, social media, newspaper, etc.
    - Food service area of website
- Triennial assessment
  - Every three years
    - First assessment required by June 30, 2020, unless your district applied for first and second extensions. First extension deadline is June 30, 2021. Second extension deadline is June 30, 2022.
    - Assessment documentation on file and available to public.
- Stakeholders must be given opportunity to participate in the LWP process



# Smart Snacks

- Two helpful resources



<https://www.fns.usda.gov/tn/guide-smart-snacks-school>

Alliance for a  
Healthier  
Generation Smart  
Snacks Calculator

<https://foodplanner.healthiergeneration.org/calculators/>



# Water

45

- Water available to all students at no charge where meals are served during meal service
- Must be available without restriction in all locations where meals are served
- Is not considered a part of the reimbursable meal



# Food Safety

46

- A written, food safety plan based upon HACCP principles must be available at each site
  - Including satellite sites
- Standard operating procedures (SOP's) must be documented for safe food handling
- The plan must cover facilities that store, prepare, or serve food
- Temperature logs must be maintained for dry storage room, food and eqpt (includes food, freezer, refrigerator, milk cooler, thermometer, etc)

# HACCP Standard Operating Procedures

# Food Safety Plan

# Temperature Logs

## HACCP-Based Standard Operating Procedures



National Food Service Management Institute  
The University of Mississippi  
NFSMI Item Number ET63-05(Print)

2005

## Template for Developing a School Food Safety Program



The National Food Service Management Institute  
The University of Mississippi  
ET66-05(PW-Print)

2006

Refrigeration Log Location \_\_\_\_\_  
Month/Year \_\_\_\_\_

Instructions: A designated foodservice employee will record the location or description of unit, date, time, air temperature, corrective action, and initials on this log. The foodservice will verify that foodservice employees have taken the required temperatures by visually monitoring food employees during the shift and reviewing, initialing, and dating this log daily. Maintain for a minimum of 1 year.

Day	Time	Temperature	Corrective Action	Food Worker Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				



# Food Safety Inspections

48

- Two inspections required each school year
- Most recent report must be posted in a location visible to the public
- A request to the health department must be on file if two inspections have not been conducted
- <https://www.isbe.net/Pages/Child-Nutrition-Program-Food-Safety-Information.aspx>



# School Breakfast Program (SBP) and Summer Food Service Program (SFSP) Outreach

- SBP schools must inform and should promote the availability of breakfast throughout the year
- School districts must work with SFSP sponsors to inform their families of the availability and location of SFSP meals
- Outreach documented

# Resource Management



Maintenance of  
non-profit  
school food  
service account



Paid lunch  
equity (PLE)



Revenues from  
nonprogram  
foods



Indirect Costs

<https://www.isbe.net/Pages/Nutrition-Resource-Management.aspx>



# Common Findings for General areas

- Civil rights training not conducted
- On-site reviews not completed
- Wellness policy not updated/revisited
- No written food safety plan
- Temperature logs not completed/maintained



# Other Child Nutrition Programs

**Afterschool Snack Program**

**Seamless Summer Option**

**Fresh Fruit and Vegetable Program**

**Special Milk Program**

# Afterschool Snack

53

- Eligibility
- Accountability/meal counting and claiming
- Meal pattern
- Menus/production records
- Monitoring
- Education or enrichment activities
- Safe food practices
- “And Justice for All” poster



# Fiscal Action

54

- Math errors
- Counting errors
- Snacks claimed for ineligible students or for seconds
- Observed snacks are missing components
- Menus missing components for the review period

# Seamless Summer Option (SSO)

55

- Eligibility
- Advertisement
- Monitoring
- Accurate meal counting
- Meal pattern
- Menus/production records
- Safe food practices
- “And Justice for All” poster



# Fiscal Action

56

- Observed meals are missing components
- Menus missing components for the review period
- Consolidation errors



# Fresh Fruit and Vegetable Program

57

- Evaluate Claim for Reimbursement including invoices
- Observe at selected site
- Education and promotion
- Required time frames are met



# Special Milk Program (SMP)

58

- Observed if at selected site
- Participate only when requirements are met
- Records must be maintained



# Fiscal Action Waived When...

59

- Overclaim is \$600 or less per program
  - NSLP (also includes SSO, FFVP, and Afterschool Snack)
  - SBP
  - SMP



# Exit Conference



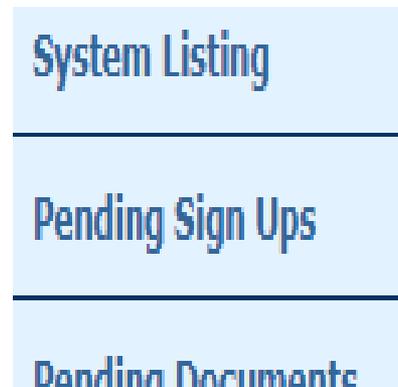
# Citations

- Citations, i.e. problems found, are documented in WINS.
- An email alerts the authorized representative and sponsor contact that the citations are posted.
  - A link to the review report/letter and an explanation for submitting corrective action is provided.
- An alert also displays on your WINS dashboard.
- Copy of review report/letter is saved in the paperclip icon located in the upper right corner of the sponsor dashboard.



# Alerts to Review Citations in WINS

- Message posts to IWAS inbox
- Dashboard



Messages :

0 unread Inbox messages

0 unread Archived messages



# Citation Response Screen

Question

Citation Response

? 6229

Accurate meal count records are not completed at meal service time. Meal count records were not fully completed for breakfast on July 13th and 14th, and for lunch on July 14th. Accurate meal count records must be completed at the point of service where the reimbursable meals are served.

Sponsor Response

The FSMC has assured the SFA that they will complete meal forms in full going forward. The FSI will double-check the forms for accuracy before considering them complete.

By [REDACTED] 7/18/2020 4:50:37 PM

Monitor Response



Illinois  
State Board of  
Education

# Corrective Actions

- Corrective actions are typed in WINS and due within 30 days of notification.
  - Reminders and links sent via alerts in WINS.
    - Multiple reminders can lead to withholding reimbursement.
  - Consider the following points as you prepare your corrective actions.
    - What procedures were implemented to address the citation?
    - Who is responsible for implementation?
    - How was staff informed?

# Administrative Review is Closed When...

Agree Resolved

Nutrition and WIC  
and implemented under  
) A food safety plan must

Resolved

20 and the daily portion  
rate serving size was not  
e on the cheese sauce  
basis. In addition,  
validate the contributions  
grain/bread serving size  
ist be offered on a daily  
ursday. A minimum 3/4

Resolved

ain the required  
records must accurately  
grade groups, portion

Resolved



# Closure Letter

- When citations for both the MCAR and RM review have been addressed, WINS will generate one SNP AR closure letter.
- Fiscal assessments, if any, will be communicated.
  - If fiscal action is over \$600, you will be provided appeal procedures.
    - If the assessment holds, Funding & Disbursements will either adjust a future claim in the amount of the assessment or will contact you for repayment by check.

# Procurement Review Information

General Procurement  
for Goods and/or  
Services

<https://www.isbe.net/Pages/General-Procurement-All-Programs.aspx>

Food Service  
Management Company  
(FSMC) and Vended  
Meals Contracts

<https://www.isbe.net/Pages/SNP-FSMC-Vended-Meals-Contracts.aspx>

# Seamless Summer Option (SSO) or NSLP/SBP

Regardless of which option you choose, all operators must comply with applicable SNP requirements. The review process will be the same for everyone.



# OK-your turn to participate...



## Any Questions?



**Illinois**  
State Board of  
Education

# Need further assistance?



Nutrition Department

Telephone: 800-545-7892 in IL only or  
217-782-2491

Email: [cnp@isbe.net](mailto:cnp@isbe.net)

Website: [www.isbe.net/nutrition](http://www.isbe.net/nutrition)



**Illinois**  
State Board of  
Education



**Illinois**  
State Board of  
Education

Thank you for feeding the children of Illinois!