



Illinois State Board of Education

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Dr. Janet Steiner
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State Superintendent of Education

April 3, 2003

Ms. Loretta Young
Teensy Tiny Tot Town
1000 Anywhere Boulevard
Someplace, Illinois 60001

Sample Copy

Agreement Number
14-016-111P-00

Dear Ms. Young:

Enclosed is the report of the review of the Child and Adult Care Food Program conducted on February 2, 2003. The report identifies the problems cited during the review and the corrective action recommended.

A response to the review report must be submitted to our office within 30 days. This response must detail the specific actions taken to correct any problems cited and must be signed by the appropriate sponsor representative.

If you do not agree with the overclaim assessed as a result of this review, you have the right to appeal.

Technical assistance in correcting problems identified in the review is available upon request. The cooperation of sponsor personnel during this review was appreciated.

If you have questions, please contact me at 1/800-545-7892.

Sincerely,

Judy Foster
Principal Consultant
Nutrition Programs and Education Services

Enclosures

cc: Kathryn H. Dundon

CHILD AND ADULT CARE FOOD PROGRAM REPORT

This report summarizes the results of the review of the Child and Adult Care Food Program sponsored by Teensy Tiny Town, Agreement Number 14-016-0111P-00, conducted on February 2, 2003, by Kathryn H. Dundon, Principal Operations Consultant.

The results of the review were discussed at an exit conference on February 2, 2003, with Ms. Loretta Young, Director/Owner.

The purpose of the review is to monitor the sponsor's compliance with federal and state program regulations. The following areas of program compliance were evaluated.

- Eligibility documentation
- Meal participation records
- Claim for reimbursement
- Meal service
- Menus
- Program operations
- Recordkeeping
- Expenditures
- Sanitation
- Civil Rights

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

- Eligibility documentation
- Meal service
- Menus
- Program operations
- Expenditures

As a result of this review the following problems were identified. All other areas reviewed were found to be in compliance with program requirements.

HOUSEHOLD INCOME ELIGIBILITY APPLICATIONS

Current household income eligibility applications were not on file for four children for whom free meals were claimed. The January claim for reimbursement was inaccurate due to this problem. Children who do not have a current application on file must be claimed as paid.

Three household income eligibility applications were approved in the wrong category. Applications had been approved free instead of reduced-price. The January claim for reimbursement was inaccurate due to this problem. In addition, current income guidelines were not used to evaluate household income eligibility applications. USDA Income Guidelines change each July 1. The most current guidelines must be used to evaluate applications.

Approval or denial of applications was not adequately documented. Applications were not signed and dated by the approving official and the applications did not contain an effective date.

REIMBURSEMENT CLAIM/MEALS CLAIMED

The number of meals claimed for reimbursement was not accurate. Meal counts contained math errors because meals were counted incorrectly on the Meal Participation Records.

The site claimed more than two meals and one snack per child per day. No more than two meals and one snack or two snacks and one meal per day can be claimed for reimbursement for children in attendance.

Suppers were claimed for reimbursement. This meal service is not approved on the application. Only those meal types specified in the approved application can be claimed for reimbursement.

Meals served in children in excess of licensed capacity were claimed for reimbursement.

The private for-profit site has claimed meals for reimbursement when documentation indicates the site was not eligible to submit a claim. Each month, to be eligible to submit a claim for reimbursement, documentation must be on file indicating 25 percent of enrolled children or licensed capacity, whichever is less, has been funded through the Illinois Department of Human Services or the Department of Children and Family Services or that Free and Reduced price applications exist for 25 percent of enrolled children or licensed capacity, whichever is less.

The site claimed reimbursement for more meals than the number of eligible children in each category. Meal counts must be accurately recorded on a daily basis by category and type of meal service.

The site consistently claims the same number of meals for each meal service for the month of January. Meal counts must be accurately recorded on a daily basis and type of meal service.

MEAL SERVICE

Meal counts were not recorded for program and non-program adults.

Meal counts were based on attendance. Meal counts must be accurately recorded at meal service time.

Meal counts were not done accurately for the day of review at meal service time. Meals were recorded for children who were not present.

Family-style meal service has not been implemented correctly. The amount of food placed on each table was not sufficient to provide the minimum portions of all required components for all children at the table.

The number of meals served on the day of review is not consistent with the average daily participation for the same meal service for the previous month.

MENUS

Menus for the month of January were not maintained for lunches.

Menus reviewed for January did not contain all of the required components. On January 13 the grains/breads component was missing from the breakfast menus. Breakfast menus must contain a serving of vegetables/fruit/juice, fluid milk, and a grains/bread component.

Menus for the month of January were not maintained for infants.

EXPENDITURES

Food purchase records indicate that the amount of milk purchased was insufficient to serve the number of breakfasts and lunches claimed.

Documentation of expenditures was not adequate to support the number of meals claimed for reimbursement. Invoices and receipts did not detail the food purchased; therefore, it could not be determined whether items purchased were allowable program costs. The sponsor must maintain adequate documentation by the month of expenditures which support the number of meals claimed for reimbursement. This includes invoices, receipts, inventories and other documentation of operating and administrative costs. In addition, documentation must detail the items purchased.

Federal reimbursement received for the review month exceeded the expenditures for that same period. Expenditures incurred during the month must be equal to or exceed the amount of federal reimbursement received from the state agency in order to substantiate a non-profit food service. The sponsor may need to report other expenditures incurred by the food program.

RECORDKEEPING

The program announcement was not maintained on file and available for review. Records must be maintained for three years plus the current year.

PROGRAM OPERATIONS

Information on training sessions, including dates, locations, and names of participants, was not available for review.

SANITATION

Violations cited in the Board of Health Inspection Report were not corrected. The freezer temperature was not maintained at 0°F or below and the thermometer had still not been replaced in the freezer.

CIVIL RIGHTS

Program information was not made available to the public by letter, brochure, or program announcement.