

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report**

Melcher-Dallas Community School District (42120000) Date of Review: 3.10.2020 – 3.12.2020

Program Year: 2020
Month of Review: February
Lead Reviewer: Jean Easley
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	One error made in providing benefits: Two students in one household eligible for free meal benefits by direct certification from the July download were not given benefits until February.	Eligibility had already been corrected prior to review. SFA agrees to credit student accounts from this household for meals purchased during period of error. No additional action is needed. Please indicate below the date in which student accounts were refunded.	
200 - Verification	V-0200	VERIFICATION: 1) The application selected for verification was not properly "confirmed" prior to conducting verification. 2) The Hearing Official may not also be the Confirming Official. 3) Additionally, technical assistance given to collect at least one month of income documentation, and 4) maintain copies of all household correspondence and ICAVES printout is helpful to maintain.	For your response, 1) describe your understanding of the proper timeline for application(s) to be confirmed 2) name individual planned to be the Confirming Official; name individual planned to be the Hearing Official for upcoming school year.	
1000 - Local School Wellness Policy	V-1000	WELLNESS: the wellness policy has not had a triennial review as required. Additionally, there must be the Triennial Assessment which includes progress for meeting goals. The Assessment must be made available to the public, so the SFA could also post the Assessment on the school website. An Assessment Template was provided during review.	For your response, 1) describe your timeline to review the Policy and your understanding of the requirement to complete an Assessment. 2) Where will each be posted for the public to view? 3) Who is be the school official to ensure your district complies?	

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1200 - Professional Standards	V-1200	<p>PROFESSIONAL STANDARDS: 1) Director is required to have 12 hours training annually and has only .5 documented so far this school year. 2) Nutrition Staff have documented hours - primarily using online tutorials. While this can be effective and is acceptable training, it was discussed that for upcoming year training should be offered in a variety of ways to ensure proper understanding of school nutrition job responsibilities - Meal Pattern, Offer versus Serve, Production Records and Food Safety are topics to include in annual training which should result in fewer PS2 "critical" findings.</p>	<p>For your response, 1) provide a list of training planned to be completed by director showing 12 hours by the end of the school year. 2) describe who will take charge of planning nutrition staff training to ensure school staff are properly trained.</p>	
RMCR - Indirect Costs	V-RMCR	<p>The Nutrition Fund was charged for equipment repair, service-related fees: Payschool and Credit Bureau Services. Iowa School Finance has given guidance that the General Fund must pay for these services. District may elect to recoup costs using the Indirect Cost Rate specific to Melcher-Dallas CSD. Additionally it was discovered that Nutrition paid for Lunch Tables (\$2770) and a microwave (\$178) to be used by students and staff bringing lunch from home - these purchases are not allowable costs. Recommend the district repay Nutrition for lunch tables and the microwave.</p>	<p>For your response, business manager should state understanding and procedure to be used moving forward to ensure the nutrition program is not charged directly for equipment service and repair and maintenance, service-related fees and office related supplies moving forward. Questions should be directed to school finance.</p>	
RMCR - Revenue From Nonprogram Foods	V-RMCR	<p>Non Program Revenue Ratio does not contribute adequately to Non Program Cost Ratio. State Agency recognizes SFA meets the unique district situation of a very small enrollment with limited non program revenue: minimal a la carte (only offering extra milk and second entrées) adult meals, and vended milk/snack to preschool and kindergarten.</p>	<p>For your response, describe your understanding of non program revenue requirement and how SFA will ensure to recover more than the per serving food cost for a la carte and vended milk/snack to preschool and kindergarten programs.</p>	

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Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	<p>REIMBURSABLE MENU ERRORS:</p> <p>1) Yogurt + Granola - Alternate Entrée (6 oz Yogurt offered with 2 (1 oz) granola packages OR 6 oz Yogurt with small granola bar (24 grams) which credits for .25 Grain. This menu is insufficient in the required daily M/MA for Grade 9 - 12; and insufficient with weekly M/MA for Grade 7-8. Granola Bar is insufficient for daily and weekly grains for all. (TA given that 6 oz yogurt credits for 1.5 M/MA. Grade 9 - 12 requires 2 M/MA daily; Grade 7-8 requires 9 M/MA weekly. Granola Bar - per Exhibit A Grain Chart - credits for only .25 grain. Grade 9 - 12 require 2 Grains daily; Grade 7-8 require 1 Grain daily)</p> <p>2) Standardized Recipes are not being used for Chicken Alfredo, Ham Sub, Turkey Sub served day of observation. During focus week there is not a recipe for Super Nachos. Technical Assistance provided: standardized recipes are required; SFA can ensure meal pattern requirements are met by using recipes consistently.</p>	<p>For your response: 1) describe how SFA will adjust the Yogurt + Granola entree to be compliant with meal pattern requirements for Grades 7-8 and 9 -12.</p> <p>2) attach standardized recipes including meal pattern crediting for recipes described above.</p>	
400 - Meal Components and Quantities - Lunch	V-0400	<p>Signage is not available at or near the beginning of the service line to identify the components of a reimbursable meal. The purpose is to identify how to build a reimbursable meal and to explain "offer versus serve".</p>	<p>Lunch signage was corrected during review. For your response, attach your breakfast sign to be posted at breakfast.</p>	
400 - Meal Components and Quantities - Lunch	V-0400	<p>PRODUCTION RECORDS: documentation is incomplete. Production Records are required to include a proper description of each menu item served, quantity and serving sizes are to be listed in measurable amounts. FPRs are used to verify that all meals counted meet meal pattern regulation. FPR checklist of requirements provided.</p>	<p>For your response, revise high school production records. Submit one completed week of breakfast and lunch records.</p>	

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1100 - Smart Snacks in School	V-1100	<p>VENDING MACHINE is not in compliance with Smart Snack regulation for Grades 7 - 8. Powerade and Vitamin Water products are only compliant for Grades 9 – 12. Smart Snacks regulation state middle school students may be offered: Plain Water, Carbonated Water, Lowfat Milk or Nonfat Flavored Milk, 100% fruit or vegetable juice with or without carbonation. Go to this link for guidance: https://educateiowa.gov/documents/team-nutrition/2019/01/smart-snacks-overview. Handout on Smart Snacks was included in resource packet.</p>	<p>For your response, describe how the vending machine at the high school will be changed to be in compliance and name of administrator who will take responsibility to ensure ongoing compliance.</p>	
1400 - Food Safety	V-1400	<p>Romaine lettuce is offered daily on a self service bar. Leafy greens are considered a "Time and Temperature Controlled" food. Holding temperatures are not taken and there is no refrigeration or ice pillows on the bar to help keep it cold. Holding temperatures are not taken. Additionally, cases of food were observed to be stored on the freezer floor; the regulation is that boxes are to be stored 6 inches off the floor at all times.</p>	<p>Describe your plans to correct the practices described. Additionally, attach the Standard Operating Procedure (SOP) which will be followed for holding cold foods. Describe how each kitchen will review HACCP plans annually to ensure SOPs are followed.</p>	

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	126 a. Certification and Benefit Issuance Review Method:	<p>APPLICATIONS: include "date received" on all applications so it is evident that students are provided with benefits within the required three-day period.</p>
700 – Resource Management		<p>GUIDELINES FOR USE OF KITCHEN FACILITIES: the district should consider how to allow the use of the school kitchen. Currently the kitchen is being used by concessions and for baking for various school groups which is not overseen by the Nutrition Program. Best Practice is to use an agreement to protect food service equipment from misuse, prevent potential theft, and protect the safety of USDA foods. Reminder current guidance requires food service equipment repair to be paid by the district.</p>

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700 - Resource Management		USDA Paid Assistance Level (PAL) was under-utilized at 64% SY 2018-2019 at 64%. This year, SFA has made considerable improvements in better utilizing federal entitlement funds.
800 - Civil Rights	810 Review program materials.	NON DISCRIMINATION STATEMENT: reminder to consistently include the abbreviated Non Discrimination Statement on menus. Recommend including a link to full statement (USDA and Iowa) on the nutrition page of the district web page.
900 - SFA On Site Monitoring	900 a. Was the on-site monitoring of breakfast completed prior to February 1st?	ON SITE MONITORING: reminder to complete the entire monitoring form, including the last page which includes corrective action, signature and date.
1200 - Professional Standards		TRAINING: seek out opportunities for training to keep abreast of nutrition regulation. Examples: News to Know webinar on Food Safety -in March. News to Know is the 4th Monday monthly at 2 pm. Staff training webcasts to utilize https://educateiowa.gov/pk-12/nutrition-programs/team-nutrition/school-nutrition-staff-training-webcasts . AEA Purchasing offers a Back to School training annually.

Site - Level Technical Assistance Melcher-Dallas High School (0109)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	402 Are the minimum daily quantity requirements met for the age/grade group being offered?	BANANA and ORANGES: crediting of these fruits were reviewed with staff. SFA offers 1/2 banana and 1/2 orange - TA given that per Food Buying Guide each fruit when served as 1/2 credits for 1/4 cup fruit, therefore when one serving is selected at breakfast - it would not be a reimbursable meal.
400 - Meal Components and Quantities - Lunch	403 a. Was fluid milk available in at least the two required varieties throughout the serving period on all meal service lines?	DIET MODIFICATIONS: no diet modification requests have been made. State agency questions if there is a process in place for families to request a modification.
1400 - Food Safety	1404 Is a copy of the written food safety plan site specific and available at each school?	HACCP PLAN: the last date of review was SY2011. Your response to corrective action from previous review three years ago was that you would update HACCP by SY18. It is the expectation of Food Service Director to update written HACCP plan and provide proper training to staff.

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1400 - Food Safety	1410 The number of agricultural food components to review will be determined based on the SFA storage facility practices used.	BUY AMERICAN EXCEPTION LOG: SFA is to keep a log reporting any nondomestic agriculture products purchased with CN dollars. The exception log should state date, product accepted and reason why it was accepted.
Dietary Specifications Assessment Tool - Lunch	1 Are specifications considered when purchasing menu items and condiments to limit the following?	ALFREDO SAUCE: packaged product is extremely high in sodium. Technical Assistance given to director who uses another product which is nearly half the sodium at her district. Because there was not a standardized recipe for Chicken Alfredo, there is a corrective action to develop a one which will help to standardize ingredients.

Org - Level Commendations

Description
BENEFIT ISSUANCE and VERIFICATION: only one household error was discovered during the review. No fiscal action required as result of the review. Eligibility documentation is well - organized and process is properly handled. Eligibility is kept confidential. Recommend that Determining Official have a back up individual who can be the confirming official.
CIVIL RIGHTS: training is provided as required. No discrimination observed. "And Justice For All" posters are on display. Student information is kept confidential.
COUNTING and CLAIMS: February claim appears correct. Daily and monthly edit check reports are completed as required and numbers on edit check matches claim.
PROCUREMENT: a written procurement plan and code of conduct is in place - which includes conflicts of interests, accepting items of monetary value, disciplinary actions and checks and balances. Review and update your plan annually. Continue efforts to organize documentation of procurement events; continue to log and maintain documentation for micro purchases and small purchases made for nutrition program. SFA has an agreement with AEA Purchasing (southwest zone) for Prime Vendor, Small Wares and Ware Wash. Authorized Representative attended regional procurement training offered by state agency.
REPORTING and RECORD KEEPING: required reports are submitting in a timely manner and three years plus current year records are maintained as required.
Thank you to the Authorized Representative for sending documentation prior to the onsite visit as this greatly expedited the Administrative Review (AR); response to emails and quick to submit needed documentation and clarification.
WELLNESS policy is in place and and posted for public as required.

Site - Level Commendations Melcher-Dallas High School (0109)

Description
ENVIRONMENT: Students are observed to have adequate time to eat. There is a self service fruit and vegetable bar allowing student to select which foods to select. Fresh fruit and vegetables are offered daily. Alternate entrees are offered daily as reimbursable meal choices.
MEAL REQUIREMENTS & COMPONENTS: All meal components were available at the beginning of meal service on the days of observation and throughout meal service. Water was available as required. Offer vs. Serve, OVS, was correctly implemented. Three types of milk are offered.

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