

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**INDIANOLA COMM SCHOOLS (31140000)**  
**Dates of Review: 2/10/2020 – 2/13/2020**

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

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
700 - Resource Management	V-0700	The Nutrition Fund was charged for equipment repair, service-related fees, vehicle repair and fuel. 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 Indianola.	For your response, state your understanding and procedure to be used moving forward to ensure the nutrition program is not charged directly for equipment service, repair and maintenance.	
1400 - Food Safety	V-1400	HACCP: a Standard Operating Procedure (SOP) states thermometers will be calibrated and a log maintained. Although thermometers are calibrated, there is not a log maintained. Investigate digital thermometers in the district, how they should be calibrated, and update SOP to reflect.	<ol style="list-style-type: none"> <li>1) Describe how the thermometer SOP was updated.</li> <li>2) Describe the process SFA will use to keep HACCP updated.</li> </ol>	

**Site - Level Findings: Indianola High School (0109)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1100 - Smart Snacks in School	V-1100	FUNDRAISER: all food and beverages sold during the school day (midnight to 1/2 hour after dismissal) must be compliant with Smart Snack standards. A student group selling "CRUSH" non-diet soda as a fundraiser which is not in compliance. (Simply offering DIET soda would have been in compliance.)	For your response, name the high school administrator who will take responsibility for ensuring fundraisers are compliant with smart snacks regulation.	

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Site - Level Findings: Whittier Elementary School (0436)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance		APPLICATION with FILLABLE CELLS: there is a free and reduced application which has all fillable cells except for signature line. SFAs can post this application on their web site and households can complete the entire form electronically, print the completed form, sign it & turn it in to school.
700 - Resource Management		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 ie: domestic product was not available, or significantly higher prices than non-domestic product.
700 - Resource Management		INDIRECT COSTS: Discussed the issue of nutrition-related repairs, service and maintenance is to be paid by the General Fund and to be recovered as "indirect costs".
800 - Civil Rights		USDA CIVIL RIGHTS: Complaints regarding school nutrition discrimination are to be directed to USDA. The process and the form is found here: <a href="http://www.fns.usda.gov/civil-rights">http://www.fns.usda.gov/civil-rights</a>

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**Site - Level Technical Assistance Indianola High School (0109)**

Area	Question	Comments
1100 - Smart Snacks in School		FUNDRAISERS and VENDING are subject to smart snack compliance. Student groups often are seen across the state offering food as a fundraiser - generally unaware of Smart Snacks standards. Therefore, School Administration must be aware of Smart Snack standards to ensure healthier items are sold on their school's campus' as required. School Nutrition Managers are knowledgeable of standards, administration can certainly check with them as a resource. In this case, simply offering a "diet" soda would have been in compliance.
1400 - Food Safety	1408 Were the selected relevant temperature logs available for review?	HACCP: SFA's food safety plan contains a Standard Operating Procedure that states that thermometers will be calibrated and logged. Calibration is done, but not logged. SOPs need to be consistent with practices. Investigate how often digital thermometers should be calibrated and update SOP.

**Site - Level Technical Assistance Whittier Elementary School (0436)**

Area	Question	Comments
800 - Civil Rights		DIET MODIFICATION FORM: forms must be signed by medical authority who may write prescriptions. If there is any questions or clarifications required, managers are encouraged to reach out to FSD and/or school nurse in school who can help clarify. Soy Milk is nutritionally equivalent. (almond milk and juice or not nutritionally equivalent.)

**Org - Level Commendations**

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Description
BENEFIT ISSUANCE: zero errors were discovered during the review. Eligibility documentation is well - organized and process is properly handled by director and assistant. Eligibility is kept confidential.
CIVIL RIGHTS: "And Justice for All" civil rights poster was posted in cafeterias, services are offered for Limited English Proficient households, annual civil rights training was provided food service staff and documented. The USDA and Iowa Non Discrimination Statements are including on documentation as required.
CLAIMS: counting and claiming meals appear to be accurate. The focus month of January the claim filed is consistent with Edit Check Reports.
MENU, NUTRITION, MEAL PATTERN: reviewed menu met meal pattern requirements. CN labels, Product Formulation Statements and Standardized Recipes indicate meal pattern crediting.
No fiscal action is required as result of this review.
PROCUREMENT: The SFA is a member of AEA Purchasing Group. Cost Reimbursable contract is being monitored ensuring discounts, credits, rebates are deposited to Nutrition Fund. A written Procurement Plan has been developed with includes federal and local thresholds. The SFA has a written Code of Conduct which includes conflicts of interests, accepting items of monetary value, disciplinary actions and checks and balances. Nutrition Director attended state agency procurement trainings and does an excellent job of keeping informed of USDA procurement regulation.
PROFESSIONAL STANDARDS: training is tracked on a google sheet allowing director and managers' record training. All nutrition staff meet training requirements and there is an annual training plan indicating specific topics for all.
RESOURCE MANAGEMENT: SFA utilizes USDA entitlement funds. In SY19 greater than 100% of USDA Paid Assistance Level (PAL).
Thank you to the Food Service Director (FSD) for sending documentation prior to the onsite visit as this greatly expedited the Administrative Review (AR). The FSD was responsive to emails and quick to submit needed documentation and clarification.
VERIFICATION: was complete by Nov 15 at required; the correct number of applications were selected and verification was properly handled. Verification official maintained all documentation, the report was submitted in a timely manner, and participates with training.
WELLNESS: Indianola CSD's Wellness Policy is complete and up-to-date. The Wellness Assessment is made available to the public on school district website. Indianola's Policy and Assessment is very well done, the state agency often shares it with other districts who are looking for an excellent example.

**Site - Level Commendations Indianola High School (0109)**

Description
ENVIRONMENT: students are observed to have enough time to eat. Nutrition staff are friendly and helpful to student customers; cashiers have a good understanding of reimbursable meals and offer versus serve. All meals observed were reimbursable.
FOOD SAFETY: proper safe food handling observed. Several staff have ServSafe certification. No storage violations observed. HACCP: a written Food Safety Plan in place.
GRAB and GO BREAKFAST: is offered for high school students which is an excellent opportunity for students to have a breakfast or "snack" to go. Participation is low; recommend reaching out to administration and teachers to promote benefits of breakfast and this convenient service for students.

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MENU and MEAL PATTERN: The Food Service Director, FSD, does a superior job of menu planning and offering choices. Many reimbursable combinations offered for high school students. Production Records are completed and include required information. An A LA CARTE (non- reimbursable) area is separated from the main line which helps line speed and allows students to plan meal and a la carte purchases.

SMART SNACKS: calculator print outs show compliance of a la carte items and vending items. Documentation is well organized.

**Site - Level Commendations Whittier Elementary School (0436)**

**Description**

ENVIRONMENT: students are observed to have adequate time to eat. Nutrition staff practice safe food handling and are ServSafe certified. Staff are friendly and encouraging to young students. Offer versus Serve is practiced properly to reduce food waste.

MENU, MEAL PATTERN and NUTRITION: menu on day of observation meet requirements for K - 5. All meals were observed to be reimbursable. Students are allowed to serve themselves to fruit and vegetables from the salad bar prior to the point of service. Today's choice is grape tomatoes. Kindergarten students are observed to do a great job with self service.

SPECIAL MILK PROGRAM, HEAD START MEALS, INDIANOLA CHILD CARE MEALS: preschool classrooms are provided with the special milk program which is a reimbursable program available for students who do not participate with breakfast or lunch; vended meals are provided the Head Start and ICC which are not reimbursable meals, but do require documentation to properly count so FSD can properly bill for vended meals. Manager is very well organized to ensure these processes are in place. Special Milk counts are properly taken at the point of service.