

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Olin Consolidated School District (49050000)
January 14-16, 2020

Program Year: 2020
Month of Review: December
Lead Reviewer: Sandra Fiegen
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	two applications, four students, were receiving reduced price benefit, no income application on file and they are not on DC list. One application, two students, were receiving reduced price benefits but had an application on file approved for free benefits. 59 students were awarded benefits; 6 in error means a 10% error rate.	The error rate on application approval and eligibility award is 10%. An independent review of applications must be initiated. Please see the attached memo for instructions. Please indicate the persons who will be involved in completing the steps in the memo. Additionally, please complete the following steps: 1) scan and attach the income applications that were missing on the day of review. 2) scan and attach the dated notification letter sent to the family that was receiving reduced price benefits when they should have received free, and the dated notification letters sent to the families who will no longer receive benefits. 3) scan and attach the reports from JMC that indicate the number of meals claimed in error for all 6 children in December (four that should have been claimed for paid status since no application was on file, and 2 who were claimed for reduced that should have been free). Also, please reply here with a description of the steps you will take to ensure that the eligibility statuses in the JMC system are fully documented with DC lists or current, complete and correct income applications. Please be sure to include information about retraining, monitoring, checking for accuracy and any other actions you will take to ensure no incorrect information remains.	
200 - Verification	V-0200	Verification was not completed correctly. Application chosen indicated wages, bi-weekly and monthly, and submitted a 2018 tax document. No documentation of verification activities was maintained.	The information on the income application must be verified; in this case, wage income was to be verified with acceptable proof of income as stated on the request letter. Additionally, documentation of activity must be maintained, which includes dates of each step included in verification. The ICAVES application includes a summary table that can be used to document verification steps. As corrective action, please complete the verification activity by obtaining the correct information from the family and maintaining all documentation. Please	

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			attach a scanned copy of the summary of your work.	
800 - Civil Rights	V-0800	Attached is not the USDA programs nondiscrimination statement.	The correct USDA nondiscrimination statement is found at https://educateiowa.gov/pk-12/nutrition-programs . Training materials indicate when you are required to use this statement in communications about NSLP or SBP. In your corrective action response, please specify where this statement will be placed, and how you will re-do the civil rights training so that all persons who have responsibility with this area are informed about compliance.	
800 - Civil Rights	V-0800	Attached is not the correct public release.	The correct public release is found in download forms and must be sent to a media outlet annually. Please indicate what and when you will send the public release as required.	
800 - Civil Rights	V-0800	Board policy attached is not the USDA programs complaint form. The correct complaint form is included in information left with the food service director.	In your corrective action response, please indicate how you will be sure that all persons who interact with program participants are aware of the correct complaint form and how to use.	
800 - Civil Rights	V-0800	Attached item is not the special dietary accommodations procedures according to USDA.	Civil rights training materials indicate how to correctly obtain special dietary requests, and the download form section of IowaCNP includes the correct intake form to use. In your corrective action response, please indicate how you will be sure that any student or family that requests options is accommodated correctly.	
1100 - Smart Snacks	V-1100	No product readouts were available for food items intending for sale as a la carte.	The SFA is required to have the correct documentation to prove that items sold for a la carte meet the Smart Snack requirements. While onsite, the Alliance for a Healthier Generation product calculator was used on one item. The readout needs to be on file for each item, including beverages, that are sold a la carte. The Alliance for a Healthier Generation can be found at https://educateiowa.gov/pk-12/nutrition-programs/school-wellness/smart-snacks-school , along with other resources for food sold to students during the day. In your corrective action response, please complete the computer printout for all food items you plan to sell, and make a list of the items in your response.	
1200 - Professional Standards	V-1200	Training documentation was not as complete as needed. We talked about two formats for training, and where to find them.	Please choose the format you will use to document training, fully complete the training tracker for all training completed to-date (July 1, 2019 to present) for each person, and attach to the corrective action response. Please be specific when identifying training. For example, 'in-service' is not specific. If food safety, meal components, counting meals using the point of service, etc were included in 'in-service' training, then please use those terms. Additionally, please indicate where you will maintain the tracker and any handouts, other documentation used for training, for three full years. The training tracking tools can be found at	

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			https://educateiowa.gov/pk-12/nutrition-programs/school-meals/professional-standards-school-nutrition	
1400 - Food Safety	V-1400	The district does not have a full HACCP plan that includes all elements required. A handout about HACCP was left with the food service director. Guidance materials that includes a sample plan is attached to this finding.	Each district must have a HACCP plan that includes all required elements. The guidance manual is attached. A sample plan begins about halfway through this guidance manual. In your corrective action response, please attach the index of the plan that will be completed no later than the beginning of school year 2020-21. Also attach a list of the Standard Operating Procedures that will be part of your plan, and the description of your foodservice operations (also a part of your plan). These parts are not your full complete plan, but will indicate that you are working toward compiling the full plan. These parts must be attached in the response no later than the date indicated for response due.	
1600 - School Breakfast and SFSP Outreach	V-1600	Regardless of whether the district provides a Summer Food Service Program, providing outreach to the school community is required.	Please indicate how you will inform your school community about the Summer Food Service Program each year.	
RMCR - Revenue From Nonprogram Foods	V-RMCR	Revenue ratio is less than the food cost ratio. The SFA must take additional steps to sufficiently increase its nonprogram food prices, add sufficient funds to its nonprofit food service account, and/or take other actions to adequately resolve the problem.	The SFA must take additional steps to sufficiently increase its nonprogram food prices, add sufficient funds to its nonprofit food service account, and/or take other actions to adequately resolve the problem. In your corrective action response, please indicate specific pricing increases or additional reporting information to resolve the nonprogram food revenue deficit.	

Site - Level Findings: Olin Elem School (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Serving sizes for each item offered at breakfast is not indicated on the food production records as required.	As corrective action, please attach the breakfast meal planning template for each week in February that indicates the menu and serving size for each item. Additionally, please attach your breakfast food production records for one full week in February. A sample template can be found at https://educateiowa.gov/pk-12/nutrition-programs/school-meals/menu-planning-and-recipes .	
400 - Meal Components and Quantities - Lunch	V-0400	A large variety of entrée items is available at each meal. Available each day is an uncrustable pbj sandwich that contains only 1 grain and 1 meat ounce equivalent. Another option available each day is an entrée salad with croutons that contains insufficient serving size of grain. Either of these entrée options will not meet the minimum requirements over a week. Additionally, serving sizes for all meal components are not adequately documented in food production and meal planning records.	The required corrective action in this area will contain many steps to show compliance. All entrees served every day must meet the minimum ounce equivalencies for meat and grain for the week. As corrective action in this area, please attach the product formulation statements, labels, and recipes that document compliance for each alternate entrée. In meal planning and in food production records, serving sizes must be indicated in order to show compliance with daily and weekly quantities. As corrective action in this area, please attach a meal	

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			<p>planning template for each week for the month of February for breakfast and lunch. Please be sure that all meal items, including alternate items, are noted in the template and all serving sizes or ounce equivalencies are noted. Along with the templates, please send the recipes, labels, product formulation statements and other documentation that shows how each grain or meat item credits toward the serving sizes planned.</p> <p>Additionally, please attach the food production records for February 3 and 4 for lunch. These two days of food production records will represent how you are fully completing all food production records each day. If the documentation requested in this area is not complete or does not demonstrate compliance, more may be requested and the review will remain open.</p>	
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Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management	700 Did the SFA have the ability to accurately track all revenues and expenditures for the nonprofit school food service separately from all other transactions?	We reviewed the financial report tool in IowaCNP and discussed ways to use the information to benchmark certain activity in the foodservice fund.
700 - Resource Management	705 Did the SFA have internal control procedures in place to ensure that only allowable costs were charged to the nonprofit school food service account?	Internal control procedures were discussed. As part of the coop, the SFA is encouraged to purchase as much as possible from them; however, items that are not part of the coop agreement must be purchased/procured using correct procedures under micro, small or formal purchasing requirements. The membership in the coop is also a procurement that must follow correct formal purchasing requirements. Additional internal control procedures included in the question as examples -- Written procedures Annual allowable cost training; Financial management standard operating procedures; The assignment of financial responsibilities to different individuals; Policies for ensuring that bad/delinquent debt is not paid for with food service funds were also discussed.
800 - Civil Rights	807 a. How does the SFA collect racial/ethnic data?	Racial/ethnic data can be collected using the free/reduced eligibility income application, but additional collection methods including visual determination must be made to collect the total required (all students eligible). The form for collection needs to be completed and maintained on file.
1000 - Local School Wellness Policy	1007 For each Off-Site Assessment Tool question (Questions 1000-1006), do the responses provided demonstrate compliance with FNS requirements?	The attached wellness policy was implemented in 2016-17 and needs to be updated to reflect current committee members. The policy also indicates that an annual monitoring will be completed, and that the information will be placed on the school's website. If the school's website is not available to use, another method needs to be indicated to share information with the school community. Please update the policy and complete an assessment preferably this school year.

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1200 - Professional Standards	1203 a. Did the new School Nutrition Program Director complete food safety training within 30 days of being hired?	If the previous ServSafe training was completed in 2014, the training must be renewed every 5 years. Please complete renewal before the expiration of the current training.
1200 - Professional Standards	1204 a. Did the School Nutrition Program Directors meet the training requirement?	The school year begins on July 1, so the SNA conference in June does not count toward the school year 2020 requirements. For the school year 2020, 10 hours is included so far in the information for the Food Service Director. The additional hours should be able to be reached prior to June 30.
1200 - Professional Standards	1219 a. Are there additional employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program?	Key employees that complete eligibility approval, verification, civil rights documentation, edit checks, etc, are encouraged to complete re-training. Please document the training completed.

Site - Level Technical Assistance Olin Elem School (0409)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	Meal pattern requirements must be documented each day, and menu quantities noted. We discussed several resources to use in determining the meal pattern serving sizes for daily and weekly compliance, and we also discussed using the K-8 meal pattern in lieu of planning and documenting K-5 and 6-8 compliance. Several resources for learning meal planning requirements are located on the website https://educateiowa.gov/pk-12/nutrition-programs/school-meals/menu-planning-and-recipes .

Org - Level Commendations

Description
A variety of entrees, fruits, and vegetables were offered throughout the review period for lunch, and included many fresh fruits and vegetables. Daily multiple choices of fruits and vegetables encourages student consumption.
All students selected a reimbursable meal without having a prompt to select a ½ cup of fruit or vegetable as one of the three required components.
Free meals are extended to all members in the household.
Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of December were accurate and complete.
Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation.
The current application form and guidelines were used, direct certification is downloaded twice a month as required, benefits are accurately and frequently transferred to the POS system, and denied applications were correctly determined.
The food service staff were positive, happy and eager to visit with the students, and displayed pride in the important work that they are completing each day.
The latest Health Inspection Report was posted in a publicly visible location. There were no critical areas noted on the report.

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The Paid Lunch Equity, PLE, tool was completed and prices were increased as indicated by the PLE tool. The district does not charge indirect costs to the food service program. Money is not transferred out of the account to support other programs. The SFA effectively utilizes its USDA entitlement for commodities.

Site - Level Commendations Olin Elem School (0409)

Description

please see administrative level commendations.
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