

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Urbandale Community School District (65790000)
Date of Review: 2.23.2020 – 3.2.2020

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
200 - Verification	V-0200	The application selected for review was incorrectly verified.	A Letter of Adverse Action was sent to household during the on-site review. No further action is necessary. State your understanding to remember to reference the eligibility manual pertaining to overtime and holiday pay details when necessary.	
700 - Resource Management	V-0700	<p>1) Nutrition Fund has greater than three months operating balance.</p> <p>2) The Nutrition Fund was charged for equipment repair and service-related fees. Iowa School Finance has given guidance the general fund must pay for such services; you may recoup costs using the Indirect Cost rate.</p>	<p>For your response:</p> <p>1) describe your plan to spend down the Nutrition fund.</p> <p>2) business manager should state understanding and procedure to be used moving forward to ensure nutrition program is not charged directly for equipment and vehicle service, repair, maintenance moving forward. Questions should be directed to school finance.</p>	
RMCR - Revenue From Nonprogram Foods	V-RMCR	<p>Revenue From Non Program Foods requirements are not met.</p> <p>NON PROGRAM REVENUE: Revenue from sale of non-program foods must generate at least the same proportion of SFA revenue as they contribute to food costs. The Financial Report in IowaCNP is populated using the Certified Annual Report provides the non program revenue tool and indicates if non program revenue contributes adequately to Total Revenue.</p> <p>$\frac{\text{Non Program Food Revenue}}{\text{Total Revenue}} > \frac{\text{Non Program Food Cost}}{\text{Total Food Cost}}$</p>	For your response, submit a completed non program revenue tool showing compliance. If compliance is not met, name one strategy you will implement to improve non program revenue trend towards compliance.	

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Site - Level Findings: Urbandale Middle School (0209)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Middle School Production Records for targeted menu review are incomplete: 1) Third Entrée documentation missing information for daily offering: Chef Salads, Deli Sandwich, PBJ, Parfait, Cottage Cheese 2) Vegetable subgroup documentation missing details for which 1/4 cup vegetables are offered – resulting in being insufficient with Red Orange and Legume weekly requirements. 3) Fresh Fruit, Dried Fruit, Fruit Cups, Orange Juice – details are missing information such as serving size or details for which fresh fruits are served.	For your response, submit revised production records for middle school and elementary schools using the guidance given during the review. Submit two days of completed lunch production records from middle school and elementary school.	
600 - Dietary Specifications and Nutrient Analysis	V-0600	A large item PBJ is over the calorie limit to offer as a daily reimbursable breakfast.	Describe your plan to adjust the menu.	

Site - Level Findings: Jensen Elementary School (0418)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1400 - Food Safety	V-1400	1) On day of observation, the Romaine Lettuce and Milk Cooler temperature were documented to be higher than 40 degrees. There was no corrective action process in place, nor a log in place to document corrective action. There is a "Holding Food" Standard Operating Procedure which is not being followed - which includes a holding food temperature log which includes corrective action guidance. 2) Food Inspection Report is not posted so the public can see.	For your response: 1) describe how you ensure foods are held in proper temperature zone. Temperatures are taken at production kitchen and satellite kitchen. Include time and a place for corrective action. Describe plan for training staff. 2) revise and attach temperatures monitoring logs to be used at Jensen and other satellite schools. 3) who will monitor and oversee temperatures and corrective action required? 4) describe where the food inspection report is now posted so public can view.	

Org - Level Technical Assistance

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Area	Question	Comments
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		PROCUREMENT: Technical Assistance was given to correct completed Procurement Plan. * Review and update plan annually. * Include Buy American Clause in all Small and Formal Purchase agreements. Continue to include all terms and conditions - refer to state agency's template for guidance. * Track micro purchases annually and maintain a log of, what purchased when and dollar amount. Purchases should be distributed around community "spread the wealth" * Small Purchases- Urbandale threshold is \$25,000 - purchases can be made by requesting quotes (3 bids and a buy) which is an informal method. You may wish to consider requesting to your district this threshold to be raised to a higher dollar threshold for school nutrition purchases. * All Formal Procurement must be advertised. Invitation for Bid (IFB) must have a public opening and Request for Proposal (RFP) must include how vendor will be selected, so you would include the scoring matrix in the solicitation.
700 - Resource Management		BEVERAGES and PRODUCE: there is not a written agreement to show beverages purchases (outside prime vender) were competitively procured. Plan to do a beverage solicitation to be in compliance for SY21. Based on previous sales, it appears it can be a Small Purchase (informal procurement) Similarly, purchases made with a produce vendor were higher than SFAs local formal threshold, so SFA must do a formal procurement <u>OR</u> consultant recommends at least an informal (small purchase) because efforts have been made to reduce these purchases outside prime vendor and DoD agreement. Use state agency small purchase template as a guide and maintain all documentation of procurement.

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700 - Resource Management		PROCUREMENT TRAINING: highly recommend attending state agency training. Watch recorded procurement webinar from Feb 2020 or attend regional training in Urbandale on 4.28.
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Site - Level Technical Assistance Urbandale Middle School (0209)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	409 Review production records and other supporting documentation.	PRODUCTION RECORDS: are not complete enough to verify sufficient weekly vegetable subgroups are offered. Technical Assistance given to clarify specific items served daily and quantity served. Technical Assistance given to Manager and Director about properly specifying which vegetable subgroups and fruits were offered. Counts are listed, but other details are limited. Serving sizes are required for everything, or to reference a recipe which indicates this.
1400 - Food Safety	1408 Were the selected relevant temperature logs available for review?	Documentation is missing for temperatures of food served. Milk Cooler temperatures are not logged. TA given to Manager.

Site - Level Technical Assistance Jensen Elementary School (0418)

Area	Question	Comments
500 - Offer versus Serve	500 Is Offer vs. Serve being implemented properly by the reviewed school?	FOOD WASTE: K - 2 is not given an opportunity to do "offer versus serve". Young students received full trays on the day of observation, including one cup of romaine lettuce which really does not work well on small trays used at this school. Additionally, a large number of 1st graders were observed to purchase an additional carton of juice; these students also were required to take milk as part of "serve only" whether they wanted it or not. Large amount of waste observed. This is a repeat recommendation from previous review.
800 - Civil Rights	811 Is the USDA "And Justice for All" poster displayed in a prominent location and visible to recipients of benefits?	CIVIL RIGHTS poster at this school is very dated. "And Justice For All" posters were delivered to your district late January. Please update all Civil Rights posters in the district as soon as possible.

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Org - Level Commendations

Description
BENEFIT ISSUANCE and VERIFICATION: fewer than 1% errors were discovered during the review. Eligibility documentation is well - organized and process is properly handled by director and assistant. Eligibility is kept confidential. Director who is determining official is training an assistant so there is reasonable back up for determining benefits.
CIVIL RIGHTS: training is provided as required. No discrimination observed. Menu modifications are offered for special diets. "And Justice For All" posters are on display. Student information is kept confidential.
COUNTING and CLAIMS: January claim appears correct. Daily and monthly edit check reports are completed as required and numbers on edit check matched claim filed.
MENU PLANNING: director does a nice job of menu planning - both for nutrition considerations and offering items which students enjoy eating - at the secondary level there are a variety of choices and for all schools fresh fruit and vegetables offered daily.
No fiscal action is required as result of review.
ONLINE free and reduced meal applications: households can apply for benefits online which provides convenience and confidentiality for families. Benefit Issuance documentation is well organized.
PROFESSIONAL STANDARDS: Director does an excellent job of providing training to staff. Director attends training offered by state agency and school nutrition association. Documentation of training is appropriately tracked on spreadsheet in point of service program.
RESOURCE MANAGEMENT: a meal charge policy is in place as required. The link to the policy was shared in Nutrition Services brochure shared with households at the beginning of the year and is included with account statements.
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.
WELLNESS policy is up-to-date and posted for public as required. Progress Reports are posted for each of the seven schools as required.

Site - Level Commendations Urbandale Middle School (0209)

Description
ENVIRONMENT: Students are observed to have adequate time to eat. There are two hot entrees as well as Chef Salads and Deli Sandwiches offered daily as reimbursable meal choices. Reimbursable meal signage effectively communicates options to students. A variety of a la carte is available for student purchase which all meet Smart Snack regulation. Nutrition staff are friendly and helpful to student customers.
NUTRITION: Staff are observed to have an excellent understanding of meal pattern and crediting of menu items. A notebook is maintained for all items served of CN labels, Product Formulation Statements and is well utilized by Middle School management. Standardized Recipes are followed. Staff have excellent food handling practices and have ServSafe certification.
REIMBURSABLE BREAKFAST and LUNCH MEALS: all meals observed met reimbursable regulation. A "Grab and Go" Breakfast is offered to students who miss an opportunity to eat breakfast before school. Nutrition department works hard to present all meals offered to be very appealing; a variety of fresh fruit and vegetables are offered daily and presented in baskets and merchandized well to nudge students to choosing fresh. Items are individually portioned which allows students to choose what they want and "offer versus serve" limits waste.

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Site - Level Commendations Jensen Elementary School (0418)

Description
REIMBURSABLE MEALS: nutrition staff had a good understanding of reimbursable meals and ensured all students were given appropriate servings. Menu signage on building a reimbursable meal was properly in place.