

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Danville Comm School District (16020000)
October 22-24, 2019

Program Year: 2020
Month of Review: September
Lead Reviewer: Shea Cook
Org Representative(s): Abby Tuttle, Alice McLeland

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming	V-0300	SFA under claimed 20 paid breakfast meals for the month of September.	SFA revised claim on site. No further action is required.	

Site - Level Findings: Danville Elementary School (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations:	SA recommends reviewing negative balance policy to make sure practice and policy are aligned.
700 - Resource Management		<p>Technical Assistance for Procurement was given in the following areas:</p> <p>MICRO PURCHASE: One micro purchase was identified as an unallowable direct cost. Drain cleaning is not an allowable direct cost and cannot be paid for out of nutrition funds.</p> <p>SMALL PURCHASE: &bull; When utilizing the small purchase method SFA is sending letters requesting bids. This language is incorrect and suggest a formal contract. SA advised SFA to change the language on small purchase pricing requests to "Request for Pricing" to accurately reflect the type of purchase method being used. &bull; Guidance was given on writing more specific product specifications in price request documents, including but not limited to size, nutritional information, delivery expectations, packaging, etc. &bull; SFA was advised that vendors should be given a minimum of 4 weeks to respond to a request for pricing. SA encouraged</p>

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		<p>SFA to exercise best practice of at least 6 weeks response time. • A number of required statements were absent from the price request documents including Buy American, debarment statement, termination for cause and convenience, equal opportunity, small business, etc. SFA was advised to use Small Purchase Three Bids and a Buy document to help identify which statements are required, as determined by the value of the procurement event. • SFA should include estimated annual usage in request for pricing in order to get best pricing.</p> <p>FORMAL PURCHASE: SFA does exercise contract management by price checking invoices. SFA was encouraged to continue checking pricing for a variety of food and non-food items in contract monitoring.</p>
800 - Civil Rights	803 What is the SFA's procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs?	The link for the USDA complaint process/form which should be used if parents wish to file a complaint about any child nutrition program is: www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer .
1600 - School Breakfast and SFSP Outreach	1602 For each question on the Off-Site Assessment Tool (Questions 1600-1601), do the responses provided demonstrate compliance with FNS requirements?	Additional resources for SFSP outreach can be found at http://bestpractices.nokidhungry.org/programs/summer-meals/promote-summer-meals#summer-meals-outreach-resource-toolkit .
RMCR - Revenue From Nonprogram Foods	3 Did all revenue from catering and/or vending activities accrue to the SFA's nonprofit school food service account?	SFA is currently catering meals to a preschool program in the building well below the best practice of charging the paid adult meal price. SA recommends increasing catered meal price so that nonprogram revenue is not negatively impacted. Additionally, SFA may want to reevaluate a la carte pricing.

Site - Level Technical Assistance Danville Elementary School (0409)

Area	Question	Comments
1400 - Food Safety	1404 Is a copy of the written food safety plan site specific and available at each school?	SA recommends updating HACCP plan.
1400 - Food Safety	1407 Was the SFA's written food safety plan implemented?	Students returning to the kitchen to receive second entrees currently take their used trays back into the kitchen with them. SA recommends serving seconds in paper boats or on clean trays to reduce food safety risk.

Org - Level Commendations

Description
<p>CERTIFICATION AND BENEFIT ISSUANCE: The 30 days of eligibility status is provided to all families who were eligible for benefits in the previous school year. • The approved letter of notification of eligibility is sent to all families who apply for benefits including those families who were denied benefits. • Applications are processed and benefits are administered within 10 operating days of the application being received. • Direct certification lists are downloaded in a timely manner and kept on file. All students in the household are extended benefits. • Income applications are complete with parent signatures, income information, names of all family members and social security numbers. • Denied applications were determined accurately. • The correct income guidelines were used and the conversion rates were used properly.</p> <p>CIVIL RIGHTS: The correct public release was sent to a local media outlet. • The SFA works closely with the school nurses, students and families to ensure that all students have their special dietary needs met. Diet modification forms are completed and on file for students with special dietary needs. An approved milk alternate is made available for students with a dairy intolerance, schools are peanut aware and the</p>

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SFA has a gluten free options available. • All staff with responsibilities in the school nutrition program received civil rights training, including all non-food service staff and substitutes. Documentation is on file. • The “And Justice For All” poster is on display in all cafeterias. • The racial ethnic form was completed and shows that students were not discriminated against when applying for free or reduce price meals.
COMPETITIVE FOODS: Nutrition calculator printouts are on file for all a la carte foods and beverage items sold. • All competitive foods sold during the on-site review meet the Smart Snack requirements.
FOOD SAFETY: The temperatures for foods are monitored and recorded. • Temperatures are monitored and recorded for the refrigerators, freezers and milk coolers. The temperatures for the dishwasher are also monitored and recorded. • The food safety inspection report is on display in a public location. • The food service director requested a 2nd inspection. • The SFA’s HACCP plan is available. • The food service director and additional staff food are ServSafe certified. • Good food safety practices were observed while SA was on-site. • Foods are stored properly.
MEAL COUNTING AND CLAIMING: The point of service line for breakfast and lunch is organized and orderly which allows staff to ensure all students receive a reimbursable meal. • All students at the selected sites had a reimbursable meal at the breakfast, lunch and snack meals observed. • The edit check reports matched the claim for lunch. • The day of review meal counts were reasonable with the review period counts.
MEAL PATTERN AND NUTRITION QUALITY: The menu offers a variety of vegetables, fruits and entrees to provide many options to students. • The cafeteria has many posters encouraging healthy foods and activity. • Signage is made available informing students of how the menu constitutes a reimbursable meal. • The breakfast menu provided during the review period met the daily and weekly meal pattern requirements for all grade groups. • The lunch menu met the daily and weekly meal pattern requirements for fruit, grain, meat/meat alternate, and milk, dark green, red/orange, other and starchy vegetable subgroups. • Food production records, CN labels, and standardized recipes were on file for all meals served during the review period. • Condiments are proportioned and limited to control calories and sodium. • The SFA purchases many low or reduced fat, low sodium products. • The SFA offers 3 different and approved types of milk to students. • The food service director completed the menu certification worksheets. • Foods found in storage met the Buy American provision. • Free, potable water is available for students during their meal times.
PROCUREMENT: Micro purchases were conducted accurately as funds were spent evenly throughout the community and purchases were within the threshold. • Small purchases were made according to the SFA’s local purchasing thresholds. • The SFA completed the off-site procurement questionnaire and the food service director attended the regional procurement training. • The SFA has a procurement plan that includes a signature page, debarment certification statement, code of conduct and purchasing methods that will be used based on local purchasing thresholds. • The district is a member of a Group Purchasing Organization. • A signed agreement with the Group Purchasing Organization for SY 2019-2020 is on file. • The district has maintained a file for all procurement-related information including the compact discs with RFPs for Prime Vendor, ware wash, and small wares and vendor responses received since joining the GPO. • The food service did an excellent job utilizing USDA Foods Planned Assistance Level (PAL) during the last school year.
PROFESSIONAL STANDARDS: Training hours are tracked for all staff with school nutrition responsibilities. • Civil rights training was provided to all staff with school nutrition program responsibilities. • Documentation is on file for all training received. • Full and part time school nutrition employees have received the required number of training hours for the school year. • Non-food service employees received civil rights training and training based on the school nutrition program responsibilities.
RESOURCE MANAGEMENT: The SFA charges the correct paid student lunch price according to the required PLE tool and the correct adult lunch price. • The SFA has a negative balance policy to address negative student lunch accounts. • Expenses made during the review period were allowable. • Revenues received went directly into the school food service line item account and there are numerous checks and balances to ensure the process is followed. • Records are kept for 3 years plus the current year.
SCHOOL BREAKFAST PROGRAM AND SUMMER FOOD SERVICE PROGRAM OUTREACH: Families are informed of the school breakfast program and the Summer Food Service Program through the district’s website and school announcements.
SCHOOL WELLNESS POLICY: The wellness policy contains all of the required elements and has been updated in the past 3 years as required. • The wellness policy and assessment are made available to members of the public as they are both posted on the district’s website. The district has a wellness tab on their website, thus making it easier for the public to find all wellness documents in one location. • The general public is invited to participate in the wellness committee.
VERIFICATION: The verification report and process were completed on time last year. • The correct information was collected from parents and eligibility status was determined correctly. • Families were notified of verification selection and the verification results with a letter that contained the correct information including information on their ability to appeal if they disagree with the results. • The applications selected for verification were confirmed and signed to show that the original eligibility status was determined correctly.

Site - Level Commendations Danville Elementary School (0409)

Description
Civil Rights: The And Justice for All civil rights poster was posted in the serving line. • No discrimination was observed.
Food Safety: Good food safety procedures were observed. • The kitchen and storage areas were orderly and clean. • Food Service workers wore proper hair restraints and practiced good gloving procedures. • Several staff members are ServSafe certified.
Meal Counting and Claiming: The Point of Service is at the end of the line and students punch their unique number into a key pad. • Meal counts during the on-site review were reasonable when compared to the review month counts. • Meal count totals for the month of September were accurate and complete. • Point of Service counts and filed claims appear accurate for lunch. • Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. • Cashiers are trained and appeared aware of what constitutes a reimbursable meal. • Edit checks are performed.

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Offer vs. Serve: Offer vs. Serve is being implemented properly. • All students observed selected 1/2 cup of fruit and/or vegetable. • Cafeteria staff have been trained on offer vs. serve. • There is signage explaining what constitutes a reimbursable meal including the requirement to select at least 1/2 cup of fruit or vegetable at breakfast and lunch.

Water: Free potable water is available to all students for lunch. Water is provided in a container along with cups.