

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Van Meter Community School District (66150000)**  
**Week of Review: 2/3/2020 – 2/6/2020**

**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
100 - Certification and Benefit Issuance	V-0100	BENEFIT ISSUANCE: errors were greater than 8%. Fiscal action is to be applied when errors are greater than 3%. Technical Assistance given that SFAs should have a backup individual for determining benefits.	Corrections were made during the onsite review. Greater than 8% errors result in SFA being required to do an independent review of applications next school year. State your understanding of this.	
200 - Verification	V-0200	VERIFICATION: 1) Application selected for verification was not "confirmed" as required. 2) Ten calendar days must be given to households to appeal when decreasing benefits. 3) one student's eligibility was not changed as result of verification.	For your response 1) describe your understanding of the confirming official's responsibilities. 2) submit an example of "letter of adverse action" giving 10 calendar days to appeal 3) describe your plan for remembering to change eligibility status in the point of service system. 4) state your intention to participate with verification webinar annually.	
300 - Meal Counting and Claiming	V-0300	POINT OF SERVICE: on the day of observation, there was not a point of service in place for K – 1 students. Classroom teachers gave the cashier all student tickets prior to students going through the line. Three students had incomplete meals were observed to leave the line prior to approaching cashier.	For your response, describe the revised procedure which has been put into place for K - 1 grade students.	
300 - Meal Counting and Claiming	V-0300	EDIT CHECK: the January Edit Check report from POS does not match the PAID meal numbers filed with the claim. It was discovered the monthly transaction report is used to complete claims. September through December Edit Checks also show PAID meals were over claimed.	For your response, investigate with your Point of Service provider why there were 4 additional PAID meals on the transaction report and not the Edit Check report. State your understanding to use the Edit Check report in filing claims. Revise Sept – December claims.	

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700 - Resource Management	V-0700	<p><b>RESOURCE MANAGEMENT:</b></p> <p>1) The Nutrition Fund balance has greater than 3 months operating funds.</p> <p>2) The Meal Charge Policy was not provided in writing to all households this year as required. A financial audit found negative balances for greater than 5 years.</p> <p>3) Per Financial Report in IowaCNP, non program revenue in SY19 did not contribute adequately to total revenue.</p> <p>Per regulation 7CFR210.14(f): revenue ratio must be equal or greater than food cost ratio.</p> <p>4) 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> <ol style="list-style-type: none"> <li>1. describe one strategy to spend down the nutrition fund.</li> <li>2. send policy to households and describe your method. How will SFA remember to do this annually?</li> <li>3. attach a completed Non Program Revenue Tool showing compliance. If compliance is not met, name 2 strategies you will put into place to improve this trend.</li> <li>4. 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 moving forward.</li> </ol>	
1000 - Local School Wellness Policy	V-1000	<p><b>WELLNESS:</b> the most recent assessment of the local wellness policy was not made available to the public.</p>	<p>For your response, 1) attach the wellness assessment. Describe how you will make both the policy and assessment available to the public 2) who will be responsible for making sure the policy is reviewed every 3 years and an assessment is completed every 3 years?</p>	
1600 - School Breakfast and SFSP Outreach	V-1600	<p><b>OUTREACH:</b> School Breakfast and Summer Food Service Program Outreach requirements are not met.</p>	<ol style="list-style-type: none"> <li>1) Describe one idea for promoting School Breakfast Program throughout the year.</li> <li>2) Describe how you will inform families about the availability and location of free meals for students via the Summer Food Service Program.</li> </ol>	

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			Who will take charge of this since it is a repeat finding?	
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**Site - Level Findings: Van Meter Elementary School (0409)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

**Org - Level Technical Assistance**

Area	Question	Comments
100 - Certification and Benefit Issuance		APPLICATIONS: reminder to include the "date received" to verify benefits are provided within 10 day required time frame.
100 - Certification and Benefit Issuance		NOTIFICATION LETTER of ELIGIBILITY: use state agency prototype OR remember to have a revised letter approved by state agency (deb.linderblood@iowa.gov).
100 - Certification and Benefit Issuance	103 At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year?	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.
100 - Certification and Benefit Issuance	121 a. Is there a back-up system for updating benefit issuance document(s)?	BENEFIT ISSUANCE BACK UP: recommend determining official have a back up individual who can assist with processing applications, understand the direct certification process and communicate with households as needed. This individual could be the "confirming official" and also assist with verification.
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

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		accepted ie: domestic product was not available, or significantly higher prices than non-domestic product.
700 - Resource Management		PROCUREMENT: Reminders about Solicitation documents: Maintain all history of solicitation documents – including all vendors sent and their responses. Reference the Small Purchase Template for required Terms & Conditions in IowaCNP Download Forms. Terms and Conditions are still required even in an informal procurement: Termination for Cause and Convenience for contracts >\$10,000 and Buy American.
700 - Resource Management		SPENDING DOWN CN FUNDS: ideas: increasing the quality of items purchased, purchasing new equipment, increasing wages and/or benefits, training for staff, pay for reduced breakfast, reduced lunch, and/or paid breakfasts (referred to as Universal Breakfast). grab and go containers, lunch trays, additional staff for additional programs ie: coffee shop or grab and go kiosk for lunch and/or breakfast.
700 - Resource Management		PROCUREMENT: DAIRY: This was a formal procurement. Please maintain examples of how a formal procurement was advertised. For an IFB, there must be a public opening which must be included on the solicitation document. SFA believed they accepted the "firm" price bid, however, there is no documentation showing the agreement. Dairy provided both escalator and firm pricing. SFA being charged escalator pricing. Technical Assistance given to maintain agreement documentation. Additionally, establish a procedure in which prices are checked to effectively manage the contract.
1100 - Smart Snacks		FUNDRAISING: reminder that all food (or beverage) items which are sold during the school day are subject to Smart Snack standards. This includes groups who do fundraising. Director has a good understanding of

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		smart snacks; perhaps groups should check with her prior to posting signs selling foods which may not be compliant. A valentines cookie recipe was shared meeting requirements and provides a healthier option for students.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements?	HACCP plan should be reviewed and updated regularly.
1600 - School Breakfast and SFSP Outreach		NUTRITION WEB PAGE: utilize the website for an opportunity to communicate the menu, diet modification request form, meal charge policy, free and reduced application (adobe-pro fillable cell) and a link to the USDA and Iowa non-discrimination statement. Additionally, you can post the required outreach for breakfast and summer meal locations.
RMCR - Revenue From Nonprogram Foods	4 Were breakfasts and lunches sold to teachers, administrators, custodians and other adults priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the adult meal?	NON PROGRAM REVENUE TOOL: can be found under download forms in IowaCNP. Additional guidance to be provided by consultant. Reminder that all adults are to pay for school meals unless they work directly with the nutrition department.

**Site - Level Technical Assistance Van Meter Elementary School (0409)**

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	409 Review production records and other supporting documentation.	PRODUCTION RECORDS: always specify what kind of "whole fruit" is served as all fresh fruit may credit differently in terms of meeting 1/4 cup or 1/2 cup requirements.

**Org - Level Commendations**

Description
BENEFIT ISSUANCE: applications and well - organized. Benefits are usually provided the same day received. Direct Certification is maintained. Status is kept confidential. Public Release, Ethnic/Racial Form and Reports are submitted as required.

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**CIVIL RIGHTS:** staff is trained as required. No discrimination observed. Non Discrimination Statement is used as required and "And Justice For All" is posted as required. Accommodations are made for special diets and documentation is maintained.

**K - 12 MENU:** Nutrition Director does an exceptional job of menu planning and planning a variety of reimbursable meals and a la carte items for secondary students.

**MENU and NUTRITION:** Students may select from at least two entrees daily; additional for secondary students. Fresh fruit and vegetables are offered daily and are nicely displayed. The targeted menu from February met all meal pattern requirements for each grade group: K - 5, 6 - 8, and 9 - 12. Standardized Recipes are used. Documentation of meal pattern crediting of all items served is well - organized. Homemade macaroni and cheese is served on the day of review.

**PROCUREMENT:** 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. 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. The SFA is a member of a group buying organization; SFA ensures no vendors have been debarred or suspended by USDA. Nutrition Director attended state agency procurement trainings and keeps informed of USDA procurement regulation.

**PRODUCTION RECORDS** are completed correctly. Nice job!

**PROFESSIONAL STANDARDS:** training is documented and tracked as required. Staff is obviously well - trained as few errors are observed.

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.

**Site - Level Commendations Van Meter Elementary School (0409)**

<b>Description</b>
<b>ENVIRONMENT:</b> Students are observe to have adequate time to eat. Nutrition staff are friendly and encouraging to student customers. Batch cooking ensures hot foods are appealing and are not held too long. Offer versus Serve is practiced to limit waste.
<b>FOOD SAFETY:</b> safe food handling is observed. Temperatures are documented. Kitchen and Store Rooms are tidy, clean, organized. Staff are well - trained and are observed to work efficiently in providing safe, healthy and appealing food for students.