

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Joseph Elementary School-Dsm (17378110)
Date of Review: 1/21/2020 – 1/23/2020

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

Site - Level Findings: St Joseph Elementary School (8110)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Lunch	V-0300	EDIT CHECK REPORT: there is not an Edit Check completed daily or monthly to support the monthly claim. Before submitting the monthly reimbursement claim, the SFA is required to compare each school's daily counts of paid, reduced price and free meals to those students eligible and in attendance. The Edit Check assists in identifying and correcting errors for each meal category prior to submission of the reimbursement claim.	For your response, check with your point of service provider to determine if there is an Edit Check report available. If not, complete the Edit Check worksheet monthly to support monthly claim. Upload the November Edit Check.	
400 - Meal Components and Quantities - Lunch	V-0400	SALADS offered as an alternate menu selection are documented on the production record according to how many are served daily; therefore, it is important that each recipe accurately includes all items offered daily.	Revise each recipe to include all grains to be offered daily; technical assistance given to remember not only daily grains, but also weekly grains. ("enriched croutons" do credit as a grain; so indicate volume (such as 1/2 cup or 1/4 cup) instead of weight since that is how salads are prepared. The Food Buying Guide states 1/2 cup = 1 grain or 1/4 cup = .5 grain. Determine which days a roll or tortilla chips will be offered. Include meal pattern crediting on recipes.	
1400 - Food Safety	V-1400	TEMPERATURE of Coolers, Freezers, and Dishwasher documentation is not being maintained for a minimum of 6 months.	For your response, state your understanding of maintaining temperature documentation. Submit your updated SOP on dish machine temperature documentation.	

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Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
700 - Resource Management	V-0700	Expenses are greater than revenue resulting in a negative year-end balance.	For your response, please describe two strategies to improve the school nutrition account balance.	
700 - Resource Management	V-0700	MEAL CHARGE POLICY: a local Meal Charge Policy has not been developed as required. Technical Assistance given that SFA was required to have implemented such a policy by 2017. The policy is to be provided in writing to all households annually. The policy is to state that students who qualify for free meals shall never be denied a reimbursable meal.	For your response, please 1) submit your local Meal Charge Policy and 2) describe how it will be provided to all St. Joseph's households annually.	
800 - Civil Rights	V-0800	1) The annual public release was not submitted to the local media as required which is a repeat finding. 2) The Iowa Non Discrimination Statement is posted on your webpage, however, it is required to include the federal Non Discrimination Statement.	For your response - 1) describe how SFA will ensure this occurs annually and who will take charge of handling this prior to the beginning of the school year. 2) update the webpage to include a link to the complete statement.	
1000 - Local School Wellness Policy	V-1000	WELLNESS POLICY: SFA does not have documentation to show review and update process of the Local School Wellness Policy. This is a repeat finding. In addition to the policy, it is a requirement to do an "assessment" or "progress report" triennially. Additionally, the policy and assessment is to be made available to the public.	At least every three years, the local Wellness Policy and goals of the local wellness policy must be assessed and provided to the school community. For your response, 1) attach Wellness Policy which includes the date of review 2) state when the assessment of goals will be completed (a date) 3) who will be involved in the process (names or titles) 4) where will Policy and Assessment be posted or how it will be provided to community.	

Org - Level Technical Assistance

Area	Question	Comments
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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)?	DETERMINING OFFICIAL: Continue to work on training a back up individual who can assist with in handling applications and the process for properly providing benefits. This individual would be required to be included with annual training for eligibility and maintain training documentation.
200 - Verification	208 When a confirmation review was conducted:	VERIFICATION: the confirming official should review and sign application(s) selected for verification prior to beginning the process. The application selected was confirmed 11.10.2019. Verification begins in October. Technical Assistance given to review the process.
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 PLAN and CODE OF CONDUCT: it is required to have an annual written procurement plan and code of conduct. Update the procurement plan annually. SFA should keep on file: <ul style="list-style-type: none"> • All Solicitation or "Bid" documents sent to vendors. • All responses from all vendors or "bids". • Documentation that a vendor did not reply to bid. • Documentation of why you selected a specific vendor. • Contracts and Agreements. • Debarment statements for all vendors. • All invoices. • All price adjustments throughout the year.

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700 - Resource Management		<p>SOLICITATION DOCUMENT: Provide estimated usage of milk items and bread items when developing your next solicitation documents. In addition to local terms and conditions, you must include several federal required terms and conditions for both Small or Formal documents - including Buy American. Refer to state agency "Small Purchase" template for language.</p>
700 - Resource Management		<p>USDA FOODS: strive to utilize the full amount of your school's USDA entitlement funds. SY19 there was \$3000 not utilized.</p>
800 - Civil Rights		<p>Complaints regarding school nutrition discrimination are to be directed to USDA. The process and the form is found here: http://www.fns.usda.gov/civil-rights</p>
800 - Civil Rights	807 a. How does the SFA collect racial/ethnic data?	<p>ETHNIC RACIAL FORM: was completed during site review. Although Ethnic Racial information was available; it is required to complete the form and maintain with benefit documentation. Technical Assistance suggested to complete when verification begins.</p>
800 - Civil Rights	810 Review program materials.	<p>NON DISCRIMINATION STATEMENT: reminder to include the entire statement when possible. On the webpage, only the Iowa statement is included. The complete statement can be found under Download Forms in IowaCNP. The abbreviated statement is acceptable on a menu "This institution is an equal opportunity provider." This was changed on site.</p>
1200 - Professional Standards	1216 Validate the SFA's response to Question 1206 on the Off-site Assessment Tool, if applicable.	<p>PROFESSIONAL STANDARDS: Although the nutrition staff meets professional standards training, 2 hours on civil rights training does not appear to be necessary. Technical Assistance given to focus on additional areas of responsibility: nutrition, food preparation, documentation, food safety, meal pattern, Buy American, and other training topics. Resources for training opportunities discussed during on-site review. A training tracker was provided to director.</p>

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Site - Level Technical Assistance St Joseph Elementary School (8110)

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1400 - Food Safety	1404 Is a copy of the written food safety plan site specific and available at each school?	HACCP or FOOD SAFETY PLAN: needs to be reviewed and updated. Include monitoring forms. Your HACCP plan can be used for annual training and staff can be involved in the process of reviewing and updating the plan. Sample SOPs can be found on the ISU Extension and Outreach site and the Institute of Child Nutrition. https://www.extension.iastate.edu/foodsafety/haccp-school-foodservice OR https://theicn.org/icn-resources-a-z/food-safety .

Org - Level Commendations

Description
BENEFIT ISSUANCE: All applications are correctly approved. The E Look Up process is used to give Directly Certified students benefits. Documentation is nicely organized and zero errors were discovered. Free and Reduced information can be found on the webpage.
CIVIL RIGHTS: Civil Rights training is provided to staff as required. No discrimination observed. Non discrimination statements are included on materials pertaining to the school nutrition program.
NUTRITION and MEAL PATTERN: FSD has a solid understanding of meal pattern and ensures all items serves credit towards the meal pattern. A salad option is available daily. The main menu meets all meal pattern and nutrition requirements.
Thank you to the Food Service Director (FSD) for sending documentation prior to the onsite visit as this greatly expedited the Administrative Review (AR).
There is no fiscal action to be taken as result of this review.

Site - Level Commendations St Joseph Elementary School (8110)

Description
DOCUMENTATION: CN labels, standardized recipes are maintained. Food Production Records are well organized. Claims and reports are submitted in a timely manner.
ENVIRONMENT: Students are observed to have adequate time to eat. Nutrition web page is informative with lunch prices, second entrée is offered, a la carte prices, lunch schedule, eligibility applications. An invitation to parents to join their child for lunch.
FOOD SAFETY: all staff have ServSafe certification and are observed to practice safe food handling. Temperatures are taken and documented.
OFFER versus SERVE: nutrition staff does a nice job minimizing waste by obtaining lunch counts, implementing offer versus serve in allowing students to communicate which items to decline.
SMART SNACKS: documentation is organized and maintained verifying a la carte items are in compliance.

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