

Iowa Department of Education
 Bureau of Nutrition and Health Services
 State Review Summary Report
 St Pius X School-Urbandale (65798112)
 January 7-10, 2020

Program Year: 2020
Month of Review: December
Lead Reviewer: Christine Crow
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Site - Level Findings: St Pius X School (8112)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		PROCUREMENT: <ul style="list-style-type: none"> · The procurement plan must include a date and all purchases that the SFA intends on making including emergency food, equipment, special diet food if purchased outside of the prime vendor, and supply purchases. The plan must also include the current purchasing thresholds. · The bid sent to potential dairy vendors did not contain the equal employment opportunity or targeted small business certification terms. TA provided to the food service director on all terms and conditions that must be included and encourages the food service director to use the Small Purchase (3 Bids and a Buy) Procurement Template in Download Forms (NSLPPROC008).

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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 SFA has complaint policy that meets USDA requirements. SA provided the food service director with a complaint form that can be completed in the event a civil rights complaint was made regarding the school nutrition program.
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?	Although the SFA invites has a variety of stakeholders that participate in their wellness committee meetings, SA encourages the committee to advertise the meetings in the parish bulletin and in health or science classes to gain a wider perspective of students and community members.

Site - Level Technical Assistance St Pius X School (8112)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	Although the food production records contain information on menu items served, serving size, total amount served, and leftovers, they did not contain the total amount to be prepared written in a measurable amount (#10 cans, pounds, etc.). Instead the amount was written in the number of total servings, which the food service director translates daily into the number of cans, cases, etc. for staff to prepare. The entrée items listed for the preschool students sometimes lists the serving size and sometimes lists the component contribution. The food service director is on-site daily to ensure that staff know how much to serve to the preschool students. However, if the food service director was not available to be on-site to inform staff, the preschool students may not get the required amount and staff might prepare too much or too little food if total quantity is not listed in a measurable amount. The total quantity to prepare listed in a measurable amount and the serving size must always be listed to ensure that nutrition staff can easily utilize the food production record and serve the correct portion size to all students without preparing too much or too little food. TA provided to the food service director.
500 - Offer versus Serve	501 Has the cafeteria staff been trained on Offer vs. Serve?	SA encourages the FSD to include meal pattern training, OVS training and training on the school's HACCP plan every year to provide a good review for staff as well as an update on any new USDA regulations.
1300 - Water	1300 Is free potable water available to all students for lunch (in each location where lunches are served during the meal service) and for	USDA requires free, potable water to be available to all students. The SFA has a water fountain directly outside of the cafeteria and students are allowed to bring a water bottle if they like. During the observed meal, many students purchased a bottle of water. To make it easier for all students to have water, the SA encourages the SFA to provide a cooler with a

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	breakfast (when breakfast is served in the cafeteria)?	spigot that contains water and cups in the cafeteria.
1400 - Food Safety	1409 Were on-site (or Off-site, if observed) storage violations observed?	There were two containers with cleaning solution kept on a cafeteria table where students were observed eating. TA provided to move the cleaning solution to a table in which students don't eat, a cart or other location within the cafeteria. The food service director and cashier agreed to move the cleaning solution.

Org - Level Commendations

Description
<p>CERTIFICATION AND BENEFIT ISSUANCE: • Students who received benefits in the previous school year continue to receive benefits for the first 30 operating days of the new school year. • Income applications and benefit status of students is kept confidential. • Applications are processed within 10 days of receiving. • Families are notified of their student's eligibility with the SA template letter of notification of eligibility when they are on the DC list and when they complete an income application. • The determining official looks up all students on elookup and saves all elookup DC lists. • All applications contained all required information and were determined correctly, including the denied applications. • The ethnic racial form was completed to show that no discrimination was made in providing benefits to students. • All certification and benefit issuance documents are well organized.</p>
<p>CIVIL RIGHTS: • The menu and school nutrition website contain the correct, USDA and Iowa nondiscrimination statements. • The public release was sent to the local media outlet before the school year started (08/01/2019). • The SFA has program materials in other languages and has an interpreter if needed. • The school nurse and food service director work with families to get appropriate documentation for students with special dietary needs. The food service director works with the families that have students with special dietary needs monthly to ensure they get items that meet their needs. • All individuals with responsibilities within the school nutrition program received civil rights training on 8/13/2019 as evidenced by training materials and an attendance log. • The ethnic/racial form was completed to show that the SFA did not discriminate against any racial or ethnic identify when providing benefits. • The "And Justice For All" poster is on display in a public location. • The SFA has a complaint policy that meets the USDA requirements in the event that a civil rights complaint was made against the school nutrition program. • No discrimination was observed during the observed meal.</p>
<p>FOOD SAFETY: • Three nutrition staff members are ServSafe certified. • Temperatures for hot food is monitored and documented on the food production records. • Temperatures for all cooling equipment are monitored and recorded daily. Temperature logs are kept for three years plus the current year. • The SFA has a HACCP plan that contains all required elements. • The food safety inspection report is posted in a public location. The food service director has emailed the health inspector to request two inspections annually. • Food was labeled and dated and kept at least 6" off the floor. • All cooling equipment was kept at the correct temperature. • All food in storage met the Buy American provision or was included on the Buy American exception log.</p>
<p>MEAL COUNTING AND CLAIMING: • The SFA has a backup plan in the event that the point of service computer system does not work. • Edit check reports are reviewed to ensure that the SFA does not claim more free, reduced, or paid student meals than the number of students enrolled for each</p>

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eligibility status. • The edit check reports match the number of free, reduced price, and paid meals submitted on the claim. • The number of meals served during the observed meal is reasonable when compared to the number of meals served during the review period. • Offer versus serve is implemented correctly during the observed meal. • All students who were counted and claimed as having a reimbursable meal during the observed lunch had everything they needed on their tray. • The cashier provides excellent customer service to students and staff as they go through the service line.

MEAL PATTERN REQUIREMENTS AND NUTRITION QUALITY: • Two different types of milk are made available. • Free, potable water is available for all students. • More than 50% of grains served are whole grain rich. • Low-fat and low sodium products are available. • The K-8th grade menu served during the review period met the daily and weekly meal pattern requirements, including all vegetable subgroup requirements, for all entrée items served. • The SFA provides preschool students with the CACFP meal pattern and met the preschool meal pattern for all daily meal pattern requirements during the review period. • The menu served during the observed lunch meal met all the daily meal pattern requirements for the K-8th grade students and the preschool students. • Standardized recipes, CN labels, and Product Formulation Statements are on file for all items served. • Multiple entrée items are served every day to provide a wide variety of entrees throughout the month. • At least 2 different vegetable options are available every day. • The food production records are available for all meals served and list all menu items, including milk and condiments, serving sizes for K-8th grade and preschool students, total amount served, and leftovers. • Signage is posted to show how the menu constitutes a reimbursable meal. • The cafeteria has signs and posters on display promoting healthy eating. • All students during the observed meal had a reimbursable meal.

PROCUREMENT: • The SFA has a procurement plan for the 2019 – 2020 school year. The plan includes the anticipated procurement events, anticipated amount for each event listed, procurement method used, contract award type, evaluation method used, and individuals responsible for contract management. • The food service director attended a regional procurement training. • The off-site procurement review tool was completed. • The code of conduct includes all required elements. • The small purchase method bid sent to potential dairy vendors included the products and the amounts that the SFA intended on purchasing, delivery specifications, and quality specifications, length of the contract, a due date, the Buy American provision, termination for convenience and termination for cause. The small purchase bid was sent to 3 vendors and 2 responses were received. The SFA evaluated bids using the extended pricing form and selected the vendor with the lowest overall price. The small purchase was less than the local small purchase threshold. • The SFA participates in all three agreements within the AEA GPO and has the school's agreement on file as well as all other procurement documents. The SFA conducts contract management by checking products delivered to ensure they match what was ordered and also checks to ensure that they are charged the agreed upon price. • Weekly and monthly price lists are saved and the SFA conducts contract management. • The food service director maintains a Buy American exception log to document all nondomestic agricultural items and a micropurchase log to maintain documentation of all micropurchases. • Micropurchases were reasonably priced and spread equitably throughout the community. • The SFA does not have a local purchasing policy and follows the federal purchasing thresholds. All purchases made were within the limits of the purchasing thresholds.

PROFESSIONAL STANDARDS: • The school hired a new food service director who met the USDA's hiring standards and is ServSafe certified (10/05/2015). • The food service director and all full and part time nutrition staff received the required number of professional standard training hours as evidenced by documentation on file. Documentation includes attendance logs and certificates. • All training provided to staff with responsibilities in the school nutrition program is tracked on an individualized tracking tool so the director can easily check to see if the individuals met training requirements. • The school has 3 nutrition staff that are ServSafe certified, including the food service director.

RESOURCE MANAGEMENT: • The SFA accurately increased paid student lunch prices using the PLE tool. • The correct adult lunch price is charged, per USDA requirement. • According to the IowaCNP 2018-2019 financial report, the nonprogram food revenue adequately covers the nonprogram food cost. After review with the food service director, the nonprogram food revenue and cost amounts include all nonprogram foods sold in the 2018 – 2019 school year and was calculated accurately. • The food service director and business manager communicate regularly to ensure all expenses charged to the school nutrition account are allowable. • The school nutrition account contains less than 3 months of operating costs. • The school nutrition account is tracked separate from all other school financial accounts. • Internal controls are in place to ensure only allowable costs are charged to the school food

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service account and that all revenues are deposited into the school lunch account. • The school charges the school nutrition account an indirect cost rate to help pay for all indirect costs including administrative and custodian services, utilities, and supplies used by multiple programs. The indirect cost rate is determined by applying the correct rate (10%) to the food service employee salary and benefit costs. • The SFA used 99% of their USDA PAL Commodity in the 2018-2019 school year. • The school nutrition documents are saved for three years plus the current year. • The SFA has a negative balance policy that is provided to all families annually upon registration.

SUMMER FOOD SERVICE OUTREACH: • The SFA notifies families of the Summer Food Service Program by posting advertisements throughout the school, posts information on the school's website, and on their newsletter.

VERIFICATION: • The verification process and report were completed on time. • The correct number of applications (1) were selected for verification. • The application selected for verification is selected at random and the family is sent the SA template letter of notification of verification of selection and of results. The verifying official follows up with the family selected if they do not respond by the original due date written on the letter. • The original eligibility status of the application selected for verification was confirmed and signed by a confirming official before notifying the family that they were selected for verification. • The family selected for verification submitted appropriate documentation and the income was verified correctly.

WELLNESS POLICY AND COMPETITIVE FOODS: • The food service director has nutrition calculator printouts available for all competitive foods sold. • All competitive foods sold during the defined school day, meet Smart Snack requirements for all grade groups. • The wellness policy contains all required elements, is on the website for the public to view, and has been updated within the past 3 years. • The wellness committee assessed how the goals written in the wellness policy are being implemented by completing the local wellness progress report within the past three years. The progress report is located on the school's nutrition program webpage. • The wellness committee meets regularly and invites stakeholders to the meeting through weekly emails sent to staff, parent newsletters, and on the website. Meeting minutes are available. • The food service director and other wellness committee members develop a regular wellness newsletter for parents and school community members.