

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Boy & Girl Hm And Family (60398003)
On-site Review Dates: March 3-5, 2020

Program Year: 2020
Month of Review: January
Lead Reviewer: Deann Murphy
Org Representative(s): Janette Arends

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	The SFA had 3 eligibility errors out of 17 F/R students reviewed. Applications did not have a SSN and/or adult signature. Four other students were given incorrect benefits at the POS. The error rate was 12.28%.	Certification and Benefit issuance errors were corrected on-site. The SFA will agree to complete an Independent Review of all applications during SY20-21. See page 51 in the Eligibility manual for more information. The SFA will need to have 2 people review and sign all applications until the error rate is <5%. The SFA will also need to complete form FNS-874 and submit it to the State Agency annually until the error rate is <5%. Details will be sent out by e-mail from Patti Harding.	
1000 - Local School Wellness Policy	V-1000	The SFA has not made available to the public either their full wellness policy nor the assessment of their wellness goals.	The SFA will submit proof that both the wellness policy and goals assessment has been made available to the public.	

Site - Level Findings: Boys & Girls Hm & Family Crossroads, Ward, Brick, (8603)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Breakfast	V-0300	The meal counting and claiming process for both breakfast and lunch does not yield an accurate count because 4 students who should have received Free benefits were incorrectly entered into the POS in the Paid category for billing purposes.	The SFA will describe how they will make sure that the students eligible for free, reduced or paid meals are accurately entered into the POS so that meals can be claimed at the correct rate.	
400 - Meal Components and Quantities - Lunch	V-0400	The SFA menus were short on total vegetables one day during the review week, short on Red/Orange vegetables for the review week and, since the refried beans were used as a M/MA serving with the Nachos, the SFA was short on legumes for the review week.	The FSD will submit 1 week of menus and FPR showing that the menu shortages have been fixed. The vegetable component and subgroups need to all be present in at least their minimum quantities.	
1700 - Afterschool Snack	V-1700	The afterschool snack program needs to be monitored twice annually - once within the first 4 weeks of operation and then one other time during the course of the year. Monitoring is an internal check to make sure snacks are being	1) For corrective action, the SFA will complete monitoring of the after school snack program one time and submit documentation showing this has been done to the State Agency. 2). Also, the SFA will state which months they plan to conduct the monitoring in	

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		properly counted and claimed and that program requirements are being followed. No monitoring has occurred this year. This is a repeat violation from the last review.	future years.
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Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	126 a. Certification and Benefit Issuance Review Method:	The determining official was e-mailed the current Eligibility Manual for reference. Education was provided on how to ensure applications are complete and determined properly. This must be done within 10 days after the household completes the application. It is to the SFAs benefit to have households fully complete an application or find the student on E-lookup since reimbursement rates for Day students are tied to the correct benefit level. Recommend the staff member who works with the families during the intake process be educated on how to complete the application properly. It is also important that the correct benefit level be entered into Microsoft Access, the SFAs POS software program, to ensure proper meal claiming.
100 - Certification and Benefit Issuance	128 Are the correct conversion factors used when processing applications that indicate more than one income frequency?	Encouraged the Determining Official to use ICAVES web to determine applications in the future since this will be updated regularly.
100 - Certification and Benefit Issuance	139 For Manual Systems: If number sheets and coded rosters are used, did the SFA/school document changes in student eligibility/enrollment throughout the month?	The SFA enters a student's benefit status into their electronic POS system manually. During the month of January 4 students were entered incorrectly, resulting in incorrect claiming for free/paid students. The SFA needs to ensure that the benefit level determined by application or direct certification matches both the roster listing the benefit status and the POS system. Also, the POS needs to be able to change the benefit status from a specific date as needed without changing all benefit history.
200 - Verification	208 When a confirmation review was conducted:	The confirming official needs to be a second pair of eyes to ensure that the application chosen for verification was determined correctly. Normally, the confirming official only needs to confirm the application chosen for verification. However, based on the current error rate, the confirming official will need to review all applications received in SY20-21 and until the error rate falls below 5% of all applications received. Applications must show the correct number of household members, a parent SSN and adult signature along with the correct income determination in order to be correct. If the confirming official finds an error with the original determination, it should be fixed before proceeding with verification or put aside and another application chosen to verify. Of the 4 applications available by the Oct. 1 verification date, only 1 application was complete and able to be determined. This is the application that should have been verified even though it was not error prone.
200 - Verification	212 Did the SFA meet the follow-up requirements if the household failed to respond to the request for verification?	Since the USDA requires that verification be completed by November 15, the SFA should ask that verification documentation be sent prior to November 15. This includes follow-up contact with the household. If the household fails to provide documentation and the student cannot be found on E-lookup, they should be changed to paid status within 10 days after the last follow up date given to the household.

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300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations:	The USDA requires that all SFAs have a meal charge policy that is communicated to households. This can be as simple as posting on your website with your menu that all meals are served to students free of charge or providing the family with intake paperwork stating the same thing.
700 - Resource Management		PROCUREMENT: Micropurchases: Transactions should be made a bit more evenly between vendors. Currently purchases range from <\$300 to >\$2,500 at the various vendors. Small Purchases: Vendor bid specs need to include federal and local terms and conditions, including Buy American with all procurement of food. Discussed with the FSD using the Small Purchase template for bread and milk which can be found on IowaCNP, Download Forms which includes verbiage for all federal terms and conditions. Also, if a vendor substitutes an item to the SFA, it needs to be at or better quality and at or less expensive. The FSD should watch for these things and call them attention to the vendor as needed.
800 - Civil Rights	803 What is the SFA's procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs?	Provided the FSD with the USDA complaint procedure and form to use if a student has a discrimination complaint relating to the Child Nutrition Programs. If so, the procedure and form should be sent to USDA directly. Keep this form on file in case it is needed.
800 - Civil Rights	805 What procedures are in place for accommodating students with disabilities?	If a student needs a dietary accommodation outside of the meal pattern requirements, the SFA needs a signed order from a recognized medical professional. This must be an MD, DO, PA, ARNP. An RN cannot sign these orders. The diet modification form can be completed by a parent/guardian if a child needs a modification within the meal pattern requirements. Substituting approved soy or lactose free milk for cows milk is within the meal pattern so a Dr. signature would not be required.
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?	The final rule was emailed to the FSD so that the SFA is aware of who needs to be invited to give input into their wellness committee.
1200 - Professional Standards	1217 a. Please describe the frequency (i.e. annually, quarterly, monthly etc.) in which training hours are being tracked. (i.e. entered into a tracking mechanism.)	Recommend the SFA have one person keep the training tracker for all staff involved in the program to ensure that everyone meets their required training hours with appropriate topics. An excel version of the training tracker was e-mailed to the FSD.
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?	Both breakfast and summer feeding programs need to be promoted to households. The SFA can do this by placing information about each on their website or intake packet. Breakfast promotion should list the menu, price, and reasons why breakfast is important. Information about breakfast can be found at https://educateiowa.gov/pk-12/nutrition-programs/school-meals/school-breakfast-program . Summer information can be posted on the website or given to students upon discharge close to the end of the school year so that they are aware of when and where free summer food is available across the state.

Site - Level Technical Assistance Boys & Girls Hm & Family Crossroads,Ward,Brick, (8603)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	Food production records (FPR) need to be complete and show all foods actually served for each meal in their correct quantities. If a substitution is made for a meal, the kitchen staff should make the changes on the FPR at

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		the time of the meal service.
1700 - Afterschool Snack	1700 Were any areas identified requiring technical assistance or corrective action?	After school snack counts need to be done at the point of service, making sure that each student has both components. The SFA should not just be counting snacks, but should actually mark off each student on the count sheet as they take the reimbursable snack.
1700 - Afterschool Snack	1707 a. Has the program been monitored within the first 4 weeks of operation each year?	Discussed with the FSD that internal monitoring of the afterschool snack program twice annually is required. Monitoring forms can be found in the Afterschool Snack Handbook on IowaCNP, Download Forms.

Org - Level Commendations

Description
Access to benefit information is correctly limited. The SFA used the current application form. They check E-lookup to see if students are directly certified and that documentation is kept on file.
PROCUREMENT: The SFA has a current written Procurement plan and Code of Conduct that identifies disciplinary actions if the Code is violated. Micropurchases: Each micropurchase transaction was less than the federal threshold. Prices were reasonable. The FSD does use the micorpurchase log and spreads the wealth between 5 vendors. Small Purchases: Small purchase transactions were all less than the federal threshold. Bread bids were obtained from at least 2 vendors. Specifications sent to vendors were accurate and complete. All documentation detailing the history of the procurement were on file. The SFA chose the correct vendor based on vendor responses received. The SFA only ordered items included in the original bid. Formal Procurement: The FSD has a copy of the RFP from AEA Purchasing on file. She keeps copies of the current price lists sent from the vendor each month/week. She checks in her orders to ensure the products she ordered have been delivered and are in good condition. She also occasionally spot-checks prices of the items ordered vs. price quotes sent. USDA Foods: In SY18-19, the SFA used 134% of their USDA Foods entitlement money.
Resource management is being done well. The FSD utilizes many inexpensive sources to procure food. The SFA does catering and charges adequately to cover their costs. Non-program food revenue is adequate and the tool was completed and is on file to show this. The SFA completed their financial report on IowaCNP for SY18-19. The SFA keeps their records on file past the minimum 3 years + current year.
SFA staff members have met their required number of professional standard training hours. The FSD attends many State Agency trainings. Staff involved with the program are tracking their training.
The And Justice for All civil rights poster was posted in the cafeteria. Annual civil rights training was or will be provided to all staff involved in the program. The district has taken reasonable steps to ensure that students with special dietary needs are adequately accommodated and that proper documentation is on file. Ethnic/racial information is collected and the summary form is complete and on file. No discrimination was observed. The shortened non-discrimination statement is listed on the posted menu.
The correct number of applications were verified. The application selected for verification was confirmed prior to verification. The SFA had at least one person attend training.
The district has a current wellness policy on file. Goals are set for nutrition education and promotion, physical activity and other, school based wellness activities. The latest assessment of the policy was available. The SFA does have a wellness committee that meets and gets student input.

Site - Level Commendations Boys & Girls Hm & Family Crossroads,Ward,Brick, (8603)

Description
The FSD uses a cycle menu. She utilizes many USDA Foods and Food Bank items. On the days of the review, all meal components and quantities were met for the entire meal service. Lunch menus met calorie, saturated fat and sodium requirements. Food Production Records and labels are on file for all foods served. Water is available at both meals. Signage is posted to tell staff and students what makes a reimbursable meal. The FSD works with her staff regularly to train them on meal pattern requirements. Offer vs. Serve is done correctly. All meals counted were reimbursable. No discrimination was observed. Students had sufficient time to eat. There are a few sweet items planned into the menu, but students are not allowed seconds. Staff does encourage students to eat fruits and vegetables. Non-sodium seasonings are available at the end of the line for students and staff to add to their food.
The SFA has a written Food Safety/HACCP plan that includes most required elements. The latest Health Inspection Report was posted in a publicly visible location. Temperature logs are maintained for all

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coolers, freezers, food served, and dishwasher. The kitchen and storage areas were orderly and clean. Food Service workers wore proper hair restraints and practiced good gloving procedures.