

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Mental Health Institute-Cherokee (11529611)
On-site Review Dates: November 5-7, 2019

Program Year: 2020
Month of Review: September
Lead Reviewer: Deann Murphy
Org Representative(s): Denise Green

Site - Level Findings: Mental Health Institute (9611)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	The SFA does not allow students to choose from 2 varieties of milk at breakfast as required.	The SFA will explain how they will ensure students are allowed to choose from 2 varieties of milk daily at breakfast.	
400 - Meal Components and Quantities - Breakfast	V-0400	The SFA serves 1.5 cups fruit and 3 oz. eq. grains at breakfast daily which puts them at risk of exceeding the 600 calorie average daily maximum set by the School Breakfast Program.	The SFA will explain how they intend to meet the maximum calorie limits required in the School Breakfast Program with their breakfast menu.	
400 - Meal Components and Quantities - Lunch	V-0400	On Wed. of the review week, the SFA served 1 banana which measures 1/2 cup fruit. On Friday of the Review week, the SFA served 1 fresh pear which measures 3/4 cup fruit. Measurements are based on the Food Buying Guide. Since all meals are set to meet the 9-12 grade standards, the SFA was short on meeting the fruit requirement of 1 cup fruit 2 days during the review week. Also, on Friday of the review week, the Rotini with Meat Sauce recipe only provided 1.25 oz. eq. M/MA which caused them to be short of the required 2 oz. eq. M/MA for 9-12 grade students.	The SFA will serve the same menu that was served during the review week and show that their shortages of fruit and meat have been resolved. The SFA needs to submit to the State Agency food production records showing what was served and the corrected portions during that week. The SFA also needs to submit an updated standardized recipe for Spaghetti Sauce with meat that provides a full 2 oz. eq. serving of meat.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1000 - Local School Wellness Policy	V-1000	The wellness goals assessment has not been made available to the public which is required per the Final Rule.	The SFA will state how they will make the wellness assessment available to the public.	
1200 - Professional Standards	V-1200	The Authorized Rep has not completed her required 4 hours Professional Standards training in the past. She has only completed Civil Rights training this year and in past years.	To meet this corrective action, the Authorized Rep will submit documentation showing that she has completed at least 4 hours training pertaining to her job duties in the National School Lunch Program. Since she has documentation on file showing she completed 1 hour Civil Rights training, she will need to submit documentation showing she has completed 3	

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Mental Health Institute-Cherokee (11529611)
On-site Review Dates: November 5-7, 2019

			more hours.	
1500 - Reporting and Recordkeeping	V-1500	The facility has not finished entering their financial report on IowaCNP from SY2018-19. What has been submitted so far has multiple errors.	The facility will complete their financial report on IowaCNP without errors.	

Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		Any equipment purchased for the kitchen needs to be accounted for on the Procurement Plan, including small equipment, purchased from vendors other than the Master contracts negotiated through DAS. The FSD needs to be spot checking prices quoted from vendors with the prices listed on the invoices each week to ensure that the facility is getting accurate pricing.
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 purpose of the wellness assessment is to assess the goals set in the local wellness policy. Each goal set should be listed on the assessment and determined if it was met, almost met or has not been met. The assessment then needs to be made available to the public. Wellness meetings can occur as often as the facility determines is needed. Both the policy and the goals are to be reviewed at least every 3 years.
1200 - Professional Standards	1214 Validate the SFA's response to Question 1204 on the Off-site Assessment Tool.	Professional Standards training should be in areas that directly affect job duties in the National School Lunch/Breakfast Program. For example, the FSD does not help with verification duties, so this would not be an appropriate area for training. The Authorized Rep. would want to have training in the areas of Verification reporting, Civil Rights, overview of the program, financial responsibilities, etc.
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.)	The FSD was E-mailed the State Agency training tracker template to help ensure all needed information would be listed. Recommend adding all kitchen staff and the Authorized Rep. to the tracker so that all training can be tracked and is completed annually. Adequate and appropriate training helps all staff know and understand the program regulations.
1200 - Professional Standards	1219 a. Are there additional employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program?	All staff involved in the National School Lunch Program over 20 hours weekly must have 6 hours Professional Standards training annually. Staff working less than 20 hours weekly with the nutrition program must have 4 hours training annually. At least part of annual training needs to be in the area of Civil Rights. Ward staff need Civil Rights training at minimum. A resource discussing Professional Standards was e-mailed to the FSD and the Authorized Rep.
1500 - Reporting and Recordkeeping	1500 Are reports submitted to the State Agency as required?	Referred the Authorized Rep. to Patti Harding to assist them with completing their financial report.

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Mental Health Institute-Cherokee (11529611)
On-site Review Dates: November 5-7, 2019

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?	Suggestions were made as to how to reword the household letter telling families that breakfast and other meals are provided free of charge. Intertwined wellness, negative balance and breakfast promotion into the letter.
---	---	---

Site - Level Technical Assistance Mental Health Institute (9611)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	403 a. Was fluid milk available in at least the two required varieties throughout the serving period on all meal service lines?	All students must be offered a choice of 2 varieties of milk at both breakfast and lunch daily.
400 - Meal Components and Quantities - Breakfast	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	Resources for meeting the 7 day meal pattern were e-mailed to the FSD to share with the SFAs dietitian to help with menu planning. While there is not a direct penalty of exceeding maximum servings in each component category, this practice does put the SFA at risk of exceeding the calorie, saturated fat and sodium maximums set by the School Lunch and Breakfast Program requirements.
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	Discussed with the FSD how to use the Food Buying Guide to determine fruit portions. Also discussed with the FSD how to calculate the oz. eq. of M/MA in a recipe and helped her to practice this skill.
800 - Civil Rights	811 Is the USDA "And Justice for All" poster displayed in a prominent location and visible to recipients of benefits?	The And Justice for All poster needs to be posted on the ward and in the kitchen where the food is served. The FSD found the updated poster on the USDA website and printed a copy to be hung up. New posters are expected out in the future.
1400 - Food Safety	1411 a. Did a review of agricultural food components indicate violations of the Buy American provision (7 CFR 210.21(d)) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable?	The SFA needs to have a Buy American Exception log on site for foods that are non-domestic, i.e. bananas, mandarin oranges, pineapple, tropical fruit, mango, etc. These foods are purchased year-around and are not in adequate supply in America to be able to purchase them.

Org - Level Commendations

Description
A flier showing how students can access free summer meals is provided in intake packets. Also included in the intake packet is a statement about free meals being served for breakfast, lunch, dinner and snacks, and the wellness policy is attached.
Annual civil rights training was provided to all staff involved in the National School Lunch and Breakfast Program and documented. 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 completed. No discrimination was observed. The shortened non-discrimination statement is listed on the posted menu.
Meal benefit applications are organized and on file for all students in the facility. The Verification Report was filed in a timely manner last school year.
The facility keeps all records pertaining to the school lunch program for a minimum of 3 years plus the current year as required. Some records are kept longer.
The facility used 141% of their allotted USDA Foods entitlement in SY18-19.

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Mental Health Institute-Cherokee (11529611)
On-site Review Dates: November 5-7, 2019

The SFA has a current procurement plan on file. They also have a Code of Conduct on file with all the requirements. All contracts are formal and are negotiated through DAS on the state level. Vendors do follow delivery requirements. The FSD or designee check foods in upon delivery and contact the vendor if there are problems with quality.

The SFA has a written Food Safety plan that includes most required elements. The latest Health Inspection Report was posted in a publicly visible location. Temperature logs are maintained for food, food storage areas and dishwasher. The kitchen and storage areas were orderly and clean. Food Service workers wore proper hair restraints and ward staff practiced good gloving procedures.

The SFA invites all staff to be a part of their wellness committee. The Dietitian states that they meet a couple times annually. The wellness policy contains all required topics and it was updated within the last 3 years as required. They have completed their goals assessment.

There will be no fiscal action for this review.

Site - Level Commendations Mental Health Institute (9611)

Description

A manual meal count is taken at the Point of Service on the ward. Staff complete this as or after the students have been served a fully reimbursable meal. Meal counts are collected weekly by the Authorized Rep who enters them into an excel spreadsheet for an accurate count. This is used to file the claim. The Review month claim matched the review month meal count.

All meal components were served to each student as allowed in the SFAs waiver so all meals provided on the day of review were reimbursable for both breakfast and lunch. Students were able to choose between the main entree and the alternate entrée Monday-Friday. They were also given their choice of white or chocolate milk at lunch. Food production records were on file for all meals served. CN labels and Product Formulation Statements, as well as nutrition facts and ingredient labels used for producing meals were on file. Standardized recipes are used for food production. Water was available as required. There is regular staff training. Many low sodium and low sugar food items were observed in storage. A weekly menu is posted on the ward so that students know what their meal choices are each day. Ward staff were polite and respectful to students. All vegetable subgroups were included in the review week menu. There are no foods sold to students so Smart Snacks are not needed.