

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Janesville Consolidated School District (31860000)
Date of Review: November 21st – 22nd, 2019

Program Year: 2020
Month of Review: October
Lead Reviewer: Donna Matlock
Org Representative(s): Joann Apling

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	Two (2) household benefits were not correctly transferred from the direct certification list to the benefit issuance POS (point of service/sale): SFA mistakenly gave free benefits when benefits should have been reduced by looking at the wrong column.	<p>Q 126 ca: Submit copies of letters notifying households of an increase or decrease in benefits.</p> <p>Describe in a plan how SFA will ensure the accuracy of transferring Direct Certification benefits to the benefit issuance POS.</p> <p><i>SA recommended SFA contact software company to set up system to import Direct Certification lists to reduce benefit errors.</i></p>	
1000 - Local School Wellness Policy	V-1000	<p>The SFA has had turnover of responsibility in holding wellness committee meetings.</p> <p>The most recent assessment of the local wellness policy was not submitted.</p>	<p>The SFA must invite potential stakeholders (food service, PE teacher, students, parents, school board, teachers, nurse, community members, etc.) to serve on the wellness committee.</p> <p>The SFA must update the policy to demonstrate compliance with FNS requirements. USDA requires SFA's to review the policy and conduct</p>	

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			<p>an assessment every three (3) years to be compliant. Assessment must be made available to the public.</p> <p>SFA must review the wellness policy and conduct an assessment of wellness goals by June 1, 2020.</p> <p>Describe in a plan when SFA will implement review of policy and complete an assessment by June 1, 2020.</p>	
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Site - Level Findings: Janesville Elementary School (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1100 - Smart Snacks in School	V-1100	<p>SFA has a Snack Shack opened in the morning serving snacks, coffee, and beverages (G2, ICE, etc.). The items sold are all Smart Snack compliant, including labels but all products have been available to K-12th.</p> <p>There is new staff handling this venue. SA discussed the requirements on grade restrictions and shared via email USDA Smart Snack Guide, brochure, and USDA memo SP23-2014vs Q&A Interim Final Rule.</p>	<p>Provide a plan on how the sale of beverages and foods to students will be compliant for grade levels. All food and beverages must be ran through the Smart Snack Calculator to ensure products are compliant per grade levels. SFA must keep copies of products for documentation.</p> <p>Smart Snack Calculator can be found at Alliance for A Healthier Generation https://www.healthiergeneration.org/.</p>	

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Org - Level Technical Assistance

Area	Question	Comments
1100 - Smart Snacks	1100 What are the SFA's food sale policies?	SA discussed the requirements on grade restrictions and shared via email USDA Smart Snack Guide, brochure, and USDA memo SP23-2014vs Q&A Interim Final Rule.

Site - Level Technical Assistance Janesville Elementary School (0409)

Area	Question	Comments
300 - Meal Counting and Claiming - Lunch	325 a. For the review period, complete S-1, 17.	Edit check report has a total lunch meal count of 3904 for paid students. SFA claimed 3905 which may have been misread when entering total amounts to the claim or hit the wrong number key. <i>Although it's one meal over claimed SFA needs to ensure the accuracy of entering correct meal counts.</i>
400 - Meal Components and Quantities - Lunch	401 Did all meals observed and counted for reimbursement for the day of review contain all of the required meal components?	A few students were redirected to go back for a fruit and/or vegetable.

Org - Level Commendations

Description
<ul style="list-style-type: none"> • Benefit documents, as well as all paperwork, were very well organized. • The current application form and guidelines were used, direct certification is downloaded twice a month as required and denied applications were correctly determined. • The correct and current benefit issuance list was available. • All applications were correctly determined, signed and dated by the household member and the SFA, were complete with SSN's and case numbers, and all applications were determined within ten days. • Income was only converted to annual when there was more than one frequency of income. • Rollover applications were removed if the household did not apply within thirty days of the school year. • Access to benefit information is correctly limited. • Free meals are extended to all members in the household. • Waivers are provided to applicants and indicate specific fees. • Eligibility is kept confidential. • The SFA has a back-up system for benefit issuance documents and system.
<ul style="list-style-type: none"> • The "And Justice for All" civil rights poster was posted in the cafeteria. • Annual civil rights training was provided to food service staff and documented. • A copy of the district's public release was on file, documenting that it was submitted to local media. • The district has taken reasonable steps to ensure

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that students with special dietary needs are adequately accommodated and that proper documentation is on file. • Ethnic/racial information is collected and the form is completed. • No discrimination was observed. • SFA on-site monitoring was completed to ensure that all schools are meeting program requirements. • The on-site monitoring forms were completed for 100% of the SFA’s sites for lunch and at least 50% were completed for breakfast prior to February 1st. • The correct state and federal non-discrimination statements are provided on all material describing the program including letters, pamphlets, and the school’s website.

• The correct number of applications were verified and were correctly selected from error prone applications. • All income sources were verified with at least one month’s income, and the process was completed on time. • The application(s) selected for verification were confirmed prior to verification. • The SFA had at least one person attend training. • The verification report was completed accurately and on time.

• The district has a current wellness policy on file. • The SFA’s wellness policy was reviewed and revised on 2/2/2017. • There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity.

• The Resource Management section of the Off-Site Assessment tool was completed on time. • Financial records that were reviewed, indicated appropriate and allowable expenditures. The district has a sufficient system of safeguards and accountability practices in place to ensure the safety of the account. • There were no unresolved findings from the previous Administrative Review or from a state audit. • The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months. • The Paid Lunch Equity (PLE) tool was completed and prices were increased as required. • No indirect costs are charged to the food service program. • Money is not transferred out of the account to support other programs. • The SFA effectively utilizes its USDA entitlement for commodities. • Reports are filed on time, and all records are maintained for at least three years plus the current year. • The SFA developed and approved a meal charge policy on 2/13/2017. The policy was mailed (emailed) to all households and staff were informed of the policy. The policy states that students who qualify for free meals shall never be denied a reimbursable meal.

Site - Level Commendations Janesville Elementary School (0409)

Description

• All meal components were available at the beginning of meal service on the days of observation and throughout meal service. • All meals observed met at least the minimum daily requirements. • Menus met weekly and daily meal pattern requirements for each age/grade group within the district and within each building. Documentation indicated that foods purchased and food production ensured meals contained the required components and quantities. CN labels and Manufacturer’s Statements, as well as nutrition facts and ingredient labels used for producing meals were on file. • A variety of entrees, fruits, and vegetables were offered throughout the review period for lunch, and included many fresh fruits and vegetables. Daily multiple choices of fruits and vegetables encourages student consumption. The SFA provides a Fruit-Vegetable Bar that encourages students to select a reimbursable meal. • Menus included many homemade entrees, and standardized recipes are used for food production. • Free potable water is available to all students for lunch (in each location where lunches are served during the meal service) and for breakfast (when breakfast is served in the cafeteria)? • Offer vs. Serve (OVS) was being implemented properly. All students observed selected ½ cup of fruit and/or vegetable. Students have the option to decline any one or two of the five components. • At least two types of milk are offered. • Many low fat and low sodium food items were observed in storage. • Students had sufficient amount of time to eat after receiving meals. • Recess is scheduled before lunch service. • Signage was posted explaining what constitutes a reimbursable meal at both breakfast and lunch. A monthly menu is also posted. • Food service staff was polite and respectful to students, other staff, and each other. • Nutrient analysis was not required.

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• Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of October were accurate and complete. • Point of Service (POS) counts and filed claims appear accurate. • Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. • Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period. • Cashiers are trained, and daily edit checks are performed. • All students selected a reimbursable meal without having a prompt to select a ½ cup of fruit or vegetable as one of the three required components.

• Students may purchase a second entrée and/or a second milk at lunch. Second entrees are correctly documented on production records. • The Smart Snacks calculator at the Alliance for a Healthier Generation website is used to document items sold a la carte. • All foods sold meet the Smart Snack standards for nutrition content. Exempt leftover NSLP entrees are only sold the same day, or the day after, they are initially offered.

• The Food Service Director completed the USDA menu worksheets for breakfast and lunch at the Janesville CSD. The worksheets showed the serving portions and component contributions meeting the meal pattern. • The Food Service Director also completed the Dietary Specifications Assessment tool for breakfast and lunch which indicated that Janesville school is at low risk for (non)compliance with Dietary Specifications regulatory requirements. • Some practices that help improve the nutrition quality of the school meals include: only using low-fat or fat-free milk for student consumption and in menu recipes, controlling the portion sizes of condiments, offering some reduced-fat, low-fat and fat-free salad dressings, using frozen vegetables in place of canned, limiting grain-based desserts to no more than 2 oz. eq. per week and draining fat from browned meats.

• The SFA has a district-wide written Food Safety plan that includes all required elements. A copy of the written plan was available at the site(s) reviewed, and Standard Operating Procedures, SOPs, have been implemented in each kitchen. • The latest Health Inspection Report was posted in a publicly visible location. • Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, dishwasher, and thermometer calibration. • The kitchen and storage areas were orderly and clean. • Food Service workers wore proper hair restraints and practiced good gloving procedures. • Good food safety procedures were observed. • FSD is very organized and training is done annually on SOP's.