

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Mason City Community School District (41310000)
Date of Review: October 29th – November 1st, 2019

Program Year: 2020
Month of Review: September
Lead Reviewer: Donna Matlock
Org Representative(s): Sarah Mariner

Site - Level Findings: Harding Elementary School (0427)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1400 - Food Safety	V-1400	The SFA did not have an SOP available to follow for the FFVP (Fresh Fruit & Vegetable Program) during disbursements of food. FS (food service) staff were unable to find HACCP plan or SOP for FFVP.	FSD needs to create a new SOP for all food safety aspects of food service operation for the Fresh Fruit & Vegetable Program (FFVP). SFA needs to have a HACCP Plan available at all sites for reference. SOP templates can be found on the Iowa Food Safety (ISU Extension) website: https://www.extension.iastate.edu/foodsafety/haccp-school-foodservice	
1900 - Fresh Fruit and Vegetable Program (FFVP)	V-1900	SFA has an SOP for FFVP, however staff were unaware of the procedures.	FSD needs to update SOP to reflect actual implementation including students or staff (younger grades) picking up snack items each day, process of service in the classroom, and need to encourage students to wash hands prior to snack.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1500 - Reporting and Recordkeeping	V-1500	SFA was unable to find any solicitations or bids for both Pan-O-Gold Baking Co. & Anderson Erickson Dairy Co. FSD is new to position	State your intentions to keep all records pertaining to the Child Nutrition Program for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits.	

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		and only found the documents indicating renewal of contracts through the end of the school year 2019. For current school year 2020, FSD used SA RFP for bread and dairy contracts.		
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Site - Level Findings: Hoover Elementary School (0436)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
300 - Meal Counting and Claiming	316 All Schools for the Review Period	FSD provided SA with correct documents of meal counts of all sites to verify claims and ensure claims matched the edit checks as the FSD was using a different report where some discrepancies were found in the meal counts and claims during the onsite visit. FSD contacted Total Access software company as soon as possible to correct the errors and ensure correct data is pulled for student meal counts excluding adult meals whereas it had pulled some adult meals.
700 - Resource Management		FSD just started last fall of 2018 and found that some of the DF (diverted foods) were not being utilized/consumed by students therefore leaving a supply of food and left over funds of \$26,939.00 while the FSD was learning and revamping the cycle menu to meet the student's needs.

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		SA (State Agency) recommends FSD to follow up with Sarah White, USDA Foods Consultant, to redirect allocated funds to efficiently meet the new cycle menu.
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?	SA shared wellness policy resources and assessment template with SFA. FSD completed and uploaded assessment Nov. 1st.
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.)	SA shared with FSD Iowa's tracking tool.

Site - Level Technical Assistance Harding Elementary School (0427)

Area	Question	Comments
300 - Meal Counting and Claiming - Lunch	325 a. For the review period, complete S-1, 17.	Currently the SFA does not have a report in Total Access software called "Edit Check Report." The FSD will be contacting Total Access software representative to determine which report should be used that extracts the actual number of meals served for "free, reduced, and paid" students.
600 - Dietary Specifications and Nutrient Analysis	603 Were any areas identified during the Off-site review requiring technical assistance or corrective action prior to the beginning of the On-site portion of the review?	Discussed with FSD how FPR's need to record additional information (accuracy on serving sizes 1/2 cup rather than 1, a la carte - adult meals, component contributions, number of servings prepped and planned). Share with FSD the Bureau of Nutrition's FPR template. Talked about training staff on the use of FPR's and required information.

Site - Level Technical Assistance Hoover Elementary School (0436)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	401 Did all meals observed and counted for reimbursement for the day of review contain all of the required meal components?	POS is at the beginning of the line with one staff serving breakfast and trying to make sure all students take a juice or fruit. Fruit was at the very end of the line and when staff is serving meals she easily missed when a student didn't have a fruit component. Both

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		<p>FSD and Manager are new to their position. SA reminded some students to take a fruit, juice or both.</p> <p>SA recommended moving fruit to serving counter beside juice and place napkin holder and utensils to the small table where fruit was located. This will allow students to see the fruit first before juice making healthier choices over juice. It provides easy and quick access to fruit where staff can easily observe a reimbursable meal before students walk away.</p>
400 - Meal Components and Quantities - Breakfast	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	Discussed with FSD to incorporate component contributions for grain and M/MA, a la carte/adult meals, number of servings planned. SA provided a FPR template with FSD and shared examples of what information is required on FPR's.
1400 - Food Safety	1405 a. In the comments section, list the dates of the two (2) most recent food safety inspections.	Provided guidance where SFA's are required to receive two (2) health inspections per site every school year. If a second health inspection has not been received the FSD needs to request one and document the request.

Org - Level Commendations

Description
<p>• 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, benefits are accurately and frequently transferred to the POS system, 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.</p>
<p>• Meal counts during the on-site review were reasonable when compared to the review month counts. • 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</p>

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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.

• School Breakfast Program (SBP) outreach was sent out at the beginning of the year to inform families of the availability of the program. • Reminders of the SBP were also sent out throughout the school year. • Outreach included announcements, newsletters, the school website, posters, etc. • Summer Food Service Program, SFSP, outreach was sent out to families at the end of last school year to inform the families of the availability and location of free meals in the summer. • The information was shared via websites, lunch menus, newsletters, phone calls, flyers, etc.

• The “And Justice for All” civil rights poster was posted in the cafeteria. • The district has taken reasonable steps to ensure access to services are offered for Limited English Proficient households. • 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 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. • The correct 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 4/17/2018. • There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity. • The wellness policy and the most recent assessment of the policy are available to the public via district website. • The SFA completed an assessment of their wellness policy in school year 2018-2019. • Potential stakeholders are made aware of their ability to participate on the wellness committee, and all required stakeholders participated.

• The Food Service Director attended the Regional Procurement Training. • There is a written procurement plan and code of conduct. • The local policy for disciplinary actions for violations of the code has been identified on the written code of conduct. • When using the micro purchase method, each transaction with the vendor was below the local micro-purchase threshold of \$3,500. The purchase prices were reasonable. • The invoices from vendors were well-organized. The invoices had a date, vendor name and address, items purchased were clearly identifiable. • The district has a signed agreement with a Group Purchasing Organization for prime vendor to supply food and non-food supplies.

• 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. • 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. 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.

• 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)

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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.

Site - Level Commendations Harding Elementary School (0427)

Description

• The Food Service Director completed the USDA menu worksheets for breakfast and lunch at Harding & Hoover Elementary schools. 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 Harding & Hoover schools 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.

Site - Level Commendations Hoover Elementary School (0436)

Description

BREAKFAST: • Grab and Go breakfast is provided which increases participation. • Breakfast in the Classroom is practiced which increases participation. • Signage was posted explaining what constitutes a reimbursable meal. A monthly breakfast menu is also posted. • Offer vs. Serve, OVS, was correctly implemented. Students have the option to decline any one of four items offered at breakfast. • Students have a variety of meal components to select at breakfast. Students have a daily choice of a hot or cold breakfast.

LUNCH: • The Food Service Director (FSD) does a good job of menu planning and offering choices. The numerous choices increases participation and provides opportunities for each child to find meal components for lunch that they will eat. • 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. • 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. • 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. •

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Nutrient analysis was not required.