

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Notre Dame School System-Cresco (30298000)
Date of Review: June 17, 2020

Program Year: 2020
Month of Review: March
Lead Reviewer: Donna Matlock
Org Representative(s): Jodi Dull

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	SFA did not have an application on file for one student, and one household application is missing the 4 digit social security number.	<p>Q 126 ca: Indicate the date that missing information, such as SSN were obtained. SS# added 6/9/2020 No further action required.</p> <p>Describe in a plan how SFA will ensure all applications are kept on file, all information is collected, and benefit issuance list is accurate.</p>	
200 - Verification	V-0200	<p>Q211F: The verification notification letter that the SFA provided does not include the required information.</p> <p>Q213F: The SFA's notice of adverse action did not contain all required information and/or notification of appeal rights.</p> <p><i>Modified or POS software systems notification letters must receive</i></p>	<p>Q211C: Send a copy of your revised verification notification letter.</p> <p>Q213C: Send a copy of your revised notice of adverse action letter.</p> <p>The SA (State Agency) "Verification Selection" prototype letter - ELIG137 & "Verification Results" prototype letter - ELIG136 are available in IowaCNP under Download Forms.</p>	

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		<i>State Agency approval before use in program.</i>	<i>Email sent notifying SFA of finding - June 10, 2020.</i>	
200 - Verification	V-0200	<p>Q214cF: Benefits were not decreased no later than 10 operating days from the final verification decision.</p> <p>SFA's letter stated benefits will be decreased from "reduced to paid" effective November 15, 2019; letter was dated Nov. 18, 2019. Actual due date should have been effective November 29, 2019.</p> <p>SFA's Verification Results letter did not include the appeal process or USDA & Iowa Non-discrimination statements.</p>	<p>Q214cC: Identify who will be responsible for decreasing benefits no later than 10 operating days when verification results in a benefit decrease.</p> <p>This requirement allows families to appeal the determination and prepare financially for the decrease in benefits.</p>	

Site - Level Findings: Notre Dame Elementary School (8104)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	121 a. Is there a back-up system for updating benefit issuance document(s)?	Discussed what the question is referencing and SFA does have a google document and rosters for backup of

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		student benefits.
1000 - Local School Wellness Policy	1004 How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy?	<p>SFA did not have available a list of stakeholders/committee members to indicate whether students are involved with the LWP (Local Wellness Policy). The list of names and titles of members must be available to the public along with the LWP by website, newsletters, or other media platforms.</p> <p>USDA guidelines require LEA/SFA's at a minimum; to include the general public and the school community (including parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) to participate in the wellness policy process.</p>

Org - Level Commendations

Description
<ul style="list-style-type: none"> • Point of Service (POS) counts and filed claims appear accurate. • Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period. • 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. • 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. • Menus included many homemade entrees, and standardized recipes are used for food production. • Nutrient analysis was not required.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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. • 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.

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• 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 used the small purchase method and obtained price quotations for milk and bread. Three vendors were contacted for milk price quotations. The milk price quotation included specifications for milk items, annual estimation of each type of milk to be purchased, the request for two deliveries (day to be mutually agreed upon between school and awarded contractor). • Bread product price quotations was solicited from two vendors. Each procurement was in compliance with the requirements for the local small purchase threshold of less than \$150,000.

• The Food Service Director completed the USDA menu worksheets for the week of February 3rd, 2020 for breakfast and lunch at Notre Dame School. 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 Notre Dame 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 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. • The Non-Program Revenue (NPR) tool was completed, and no increase in prices were 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 November 21, 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.

PROFESSIONAL STANDARDS: • The staff training agenda covered many important topics and shows a commitment to ensure food program compliance. • All nutrition staff have met required training for Professional Standards in SY 2019-2020. • An organized annual Training Spreadsheet is maintained showing at a glance which staff have been trained and meet required annual hours. • The Food Service Director implements an organized training plan for all working in nutrition. • Creative training is provided, including individuals completing self-directed short lessons to webinars to in-person training.