

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Sacred Heart Elementary School-Oelwein (48698102)
Date of Review: December 17th - 18th, 2019

Program Year: 2020
Month of Review: November
Lead Reviewer: Donna Matlock
Org Representative(s): Julie Woods

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	One household was incorrectly receiving "free" benefits. The household was carried over from previous school year and SFA did not decrease benefits to "paid" once 30 operating days were passed.	Determining Official will participate in the Application Approval and Direct Certification – Part 1 & 2 webinar at this link: https://www.educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition . State your intentions to do this.	
1000 - Local School Wellness Policy	V-1000	The most recent assessment of the local wellness policy was not submitted.	SFA must review the wellness policy and conduct an assessment of wellness goals every three years. Describe in a plan when SFA will implement review of policy and complete an assessment by June 30, 2020. <i>Once completed the assessment must be made available to the public.</i>	

Site - Level Findings: Sacred Heart Elementary School (8102)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
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1400 - Food Safety	V-1400	SFA does not have a food safety plan and was not available at the school. FSD just started this school year and has not been able to find any HACCP plan or SOP's (Standard Operation Procedures). HACCP/SOP can be found at ISU-Extension webpage - https://www.extension.iastate.edu/foodsafety/HACCP	Provide a plan describing a timeline when a HACCP Plan will be implemented in the food service facility.	
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Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	132 Does the direct certification list utilized by the SFA:	Secretary was unaware there's a potential list she needs to print. SA showed secretary where to go and explained that students are matched to eligible students identified as DC (direct certification).
200 - Verification	200 Obtain a copy of the SFA's most recently submitted FNS-742 (Verification Collection Report).	Report was completed by due date. Secretary called SA due to report having a few errors. SFA had to go back into the report to fix errors after identifying what needed to be corrected.
700 - Resource Management		SFA did not do a 3 bids and a buy for this vendor. The FSD is new and principal, along with secretary were not aware of the procurement process. SA discussed requirements and shared resources as well as webinars to participate in.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements?	FSD is new and she was not able to find the HACCP Plan manual that SA has seen in the previous AR (Administrative Review). Discussed the requirement of having a HACCP Plan onsite and SOPs. SOP (Standard Operating Procedures) templates can be found at ISU-Extension & Outreach link: https://www.extension.iastate.edu/foodsafety/HACCP

Site - Level Technical Assistance Sacred Heart Elementary School (8102)

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Area	Question	Comments
1400 - Food Safety	1406 Is the most recent food safety inspection report posted in a publicly visible location?	FSD is new this school year and did not know the health inspection report must be posted in a public location. FSD got a copy of the health inspection report from the secretary and hung it up during onsite visit.

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. • Access to benefit information is correctly limited. • Free meals are extended to all members in the household. • Eligibility is kept confidential. • The SFA has a back-up system for benefit issuance documents and system. VERIFICATION: • 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.</p>
<p>• Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of [month] 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. MEAL REQUIREMENTS & COMPONENTS: • The Food Service Director (FSD) does a nice 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. 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. • Menus included 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</p>

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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. NUTRITIONAL QUALITY OF SCHOOL MEALS: • The Food Service Director completed the USDA menu worksheets for November on lunch. 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 lunch which indicated that Sacred Heart 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. CIVIL RIGHTS: • 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 state and federal non-discrimination statements are provided on all material describing the program including letters, pamphlets, and the school’s website.

• 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. • 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. HACCP/FOOD SAFETY: • 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.