

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Waverly-Shell Rock Comm School District (68400000)
Date of Review: November 19th – 21st, 2019

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

Org - Level Findings

| Area | Findings ID | Finding Description | Required Corrective Action | Corrective Action Response |
|-------------------------------------|-------------|--|--|----------------------------|
| 1000 - Local School Wellness Policy | V-1000 | <p>The SFA must update the policy to demonstrate compliance with FNS requirements.</p> <p>The most recent assessment of the local wellness policy was not submitted.</p> <p>USDA requires SFA's to review the Local Wellness Policy (LWP) and conduct an assessment of policy goals every three (3) years.</p> | <p>The SFA must invite potential stakeholders (students, parents, PE teacher, nurse, school/nutrition staff, and board members, community professionals) to serve on the wellness committee.</p> <p>USDA requires SFA's to review policy and conduct an assessment every three (3) years.</p> <p>SFA must review LWP and conduct an assessment by June 1, 2020 to be compliant.</p> <p>Describe in a plan when SFA will implement review of policy and complete an assessment.</p> | |

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Site - Level Findings: Waverly-Shell Rock Senior High School (0109)

| Area | Findings ID | Finding Description | Required Corrective Action | Corrective Action Response |
|------|-------------|---------------------|----------------------------|----------------------------|
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Site - Level Findings: Waverly-Shell Rock Middle School (0209)

| Area | Findings ID | Finding Description | Required Corrective Action | Corrective Action Response |
|------|-------------|---------------------|----------------------------|----------------------------|
| | | | | |

Site - Level Technical Assistance Waverly-Shell Rock Senior High School (0109)

| Area | Question | Comments |
|--|---|---|
| 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 over phone prior to AR about the mac-n-cheese recipe falling short of .5 oz. M/MA. Recipe has been corrected prior to onsite visit. |

Site - Level Technical Assistance Waverly-Shell Rock Middle School (0209)

| Area | Question | Comments |
|--|---|---|
| 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? | At the POS many students were told to go back to get a full 1/2 cup of fruit or vegetable. FSD will be addressing this with the Food Advisory group to find ways to educate the students. She will also be putting additional signs at the vegetable bar indicating minimum portions. FSD has also discussed this with the frontline staff. |

Org - Level Commendations

| Description |
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| • 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 |

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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

• 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.

• 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. • SFA's last year 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 10/8/2018. • 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 is available to the public via district website. • The following individuals' FSD, nurse, PE teacher are involved in reviewing and updating the LWP. • Potential stakeholders are made aware of their ability to participate on the wellness committee, and all required stakeholders participated.

• 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. • 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,

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and all records are maintained for at least three years plus the current year. • The SFA developed and approved a meal charge policy in 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.

• 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.

Site - Level Commendations Waverly-Shell Rock Senior High School (0109)

Description

• Students may purchase a second entrée and/or a second milk at lunch. Second entrees are correctly documented on production records. • Beverages sold meet the standards for the various age groups of students. Students are able to purchase foods via a la carte sales, vending machines, and coffee shack. • 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 High School & Middle 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 the High School & Middle 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.

Site - Level Commendations Waverly-Shell Rock Middle School (0209)

Description

• 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.

• The Food Service Director (FSD) does a great 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,

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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 and for breakfast. • Offer vs. Serve (OVS) was being implemented properly. 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. • Nutrient analysis was not required.