

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
West Monona Comm School District (69870000)
SNP - Review ID: 4521

Program Year: 2018
Month of Review: September
Lead Reviewer: Brenda Windmuller
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
700 - Resource Management	V-0700	PROCUREMENT PLAN: The SFA is required to have a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for rewarding, reviewing, documenting and monitoring procurement events. The SFA must also have a written Code of Ethics/Conduct which includes conflicts of interest, accepting items of monetary value, disciplinary actions, and checks and balances.	The SFA will submit the board policy referenced by the Code of Ethics/Conduct outlining the disciplinary actions for an individual who violates the policy. If one does not exist, the SFA will provide a date of when this will be completed.	
1000 - Local School Wellness Policy	V-1000	ASSESSMENT (1000): Assessment of Wellness Policy was not completed. Completed assessment is required to make public.	Submit a timeline and plan on when the district will be assessed on the implementation of the Local School Wellness Policy. Include a plan on how this information will be made available to the public.	

Site - Level Findings: West Monona Elementary School (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		PROCUREMENT: Technical Assistance was given to correct minor errors in the completed Procurement Plan.

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		<p>Amount spent on milk exceeds limit and must be a formal purchase, or SFA may consider raising the purchasing threshold.</p> <p>Distribute funds more evenly between the stores/vendors.</p> <p>Missing debarment statements from small and formal purchase vendors with the exception of the prime vendor.</p> <p>SFA must monitor compliance of contracts.</p> <p>Must include "Buy American" provision in all small purchase and formal purchase contracts.</p>
800 - Civil Rights		<p>CIVIL RIGHTS: Technical Assistance was given regarding the backpack program run by an outside agency. Because this is not a NSLP program, information regarding free and reduced benefits may not be shared with the organizers of this program. The school must continue to protect the civil rights of students by not signaling out or identifying these students.</p>
1200 - Professional Standards	1218 Validate the SFA's response to Question 1206 on the Off-site Assessment Tool, if applicable.	<p>ANNUAL TRAINING: Food Service Director was advised to maintain a spreadsheet with all staff, tracking training classes attended, date attended and length of time for each class. All Food Service staff and SFA employees working with the School Lunch Program are required to take 1 hour of Civil Rights annually. Training hours should meet the following guidelines:</p> <p>Director- 12 hours annually</p> <p>Manager- 10 hours annually</p> <p>Full-Time Staff- 6 hours annually</p> <p>Part-time Staff- 4 hours annually</p>
1400 - Food Safety		<p>Technical Assistance was given advising the district that State Law will require each site to have a certified food safety manager (ServSafe Certified or equivalent) at all hours of operation starting January 1, 2018.</p> <p>Further TA was given for allowing outside parties the use of the School Kitchen. While this is often a courtesy extended to the community, the SFA must take steps to ensure the safety and well-being of the students. It is in the school district's best interest to not allow the opportunity for cross contamination by another entity. All parties using the school lunch program kitchen should have an understanding of food safety and sanitation.</p>

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Resource Mgt Comprehensive Review	4 If not, did the SFA receive prior approval from the SA to maintain a net cash resource balance that exceeded the three month maximum?	RESOURCE MANAGEMENT: If more than three month's average expenditure amount is on hand in the School Lunch account, SFA must request approval to hold excess or develop a plan of how the additional funds will be spent.
Resource Mgt Comprehensive Review	4 Were breakfasts and lunches served to teachers, administrators, custodians and other adults priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the lunch?	TA was given that all Non-Program Revenue activities should be priced at minimum to cover all expenses, this includes supplies and labor. Vended meals to Head Start and day care should have two prices, one for children one for adults. Adults must be charged a minimum of \$3.54. SFA is going to review contracts. SFA should also request that daily counts (orders) coming from the Head Start/day care should specify the number of children in each age group (1-2, 3-5, Adult.) This will ensure the proper size portion is provided as well as assist in more accurate invoicing.

Site - Level Technical Assistance West Monona Elementary School (0409)

Area	Question	Comments
1100 - Smart Snacks in School	1105. a. Review 10% of the food and beverages sold during the review month. Do foods and beverages sold to students during the school day (defined as 12am on a day of instruction to 30 minutes after the end of the official school day), including a la carte foods and beverages sold during meal services, meet Smart Snack standards? (Includes food items sold during non-exempt fundraisers) If NO, explain.	<p>SMART SNACKS: Competitive foods and beverages sold to students during the school day (defined as 12 am on a day of instruction to 30 minutes after the end of the official school day) must meet Smart Snack guidelines and nutrition standards. This regulation applies to all vending machines, fundraisers, school stores, concession stands and any other sale of food and beverage on school property.</p> <p>These items must be: whole grain-rich; first ingredient must be fruit, vegetable, dairy product or a protein; or be a combination food that contains at least ¼ cup of fruit and/or vegetable. Items must met the calorie, sodium, fat and sugar standards. Items must also adhere to the size restrictions for each age group. A brochure was provided.</p>

Org - Level Commendations

Description
APPLICATIONS/BENEFIT ISSUANCE (100): Benefit documents, as well as all paperwork, were extremely well organized. The current application form and guidelines were used, direct certification is downloaded twice a month as required, benefits are accurately transferred in a timely manner to the POS system, and denied applications were correctly determined. The correct and current benefit issuance list was available. All applications were correctly determined, applications 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. No errors were found. No Fiscal Action is required.
BREAKFAST & SUMMER PROMOTION (1600): The SFA does an excellent job of promoting breakfast with reminder signs, daily announcements, and emails sent directly to students. Menus are posted in each cafeteria as well as the website and in the paper. Summer Food Service Program, SFSP, outreach for the SFSP program state-wide is shared via websites, lunch menus, newsletters, TV ads, and flyers.

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LOCAL SCHOOL WELLNESS POLICY (1000): The wellness policy has been updated within the past three years. The policy has nutrition education, physical activity and other wellness goals included. A wellness committee is in place to set goals and help assess the completion of the goals. The committee is made up of students, faculty, staff, and community members.
MEAL COUNTING & CLAIMING: Meal counts during the on-site review were reasonable when compared to the (September) review month counts. Meal count totals for the month of September appeared accurate and complete. There was a point of service, POS, at the point where meals are served for all students observed. At the elementary school, students give their name or ID number to the POS operator. 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.
NEGATIVE MEAL ACCOUNT POLICY: SFA has written a Negative Meal Account Policy. The policy has been in place for a couple of years and has made significant strides in reducing the negative balance at the district. The SFA works hard to call, email, text and otherwise communicate with parents to keep family accounts in the black.
On-site Monitoring (900): The on-site monitoring forms were completed for elementary prior to February 1st.
PROCUREMENT: The SFA has a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for awarding, reviewing, documenting and monitoring procurement events, and specifications were well-written and comprehensive.
PROFESSIONAL STANDARDS (1200): The SFA followed regulations for the district's size category when hiring a new director. Tracking was provided that documents that the director received the required 8 hours of annual training, managers received the required 10 hours of training, and all other full time staff have received at least 6 hours of annual training, and part time 4 hours of training (Or state that there is a plan, and they are on-track to complete hours by the end of the year.) There was a comprehensive list of all employees involved in child nutrition programs in the district, and training was correctly documented.
VERIFICATION (200): 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.

Site - Level Commendations West Monona Elementary School (0409)

Description
CIVIL RIGHTS COMPLIANCE (800): Annual civil rights training was provided to staff and documented. Ethnic/racial information is collected and the form is completed. No discrimination was observed. The "And Justice for All" poster is visible to program participants.
FOOD SAFETY (1400): The SFA maintains a clean and well organized kitchen, following safety standards: food handling, recording temperatures, proper labeling and food storage. The latest health inspection report was posted in a publicly visible location. Food Service Staff took temperatures of food product and recorded the temperatures daily. Temperature logs were kept on file for a minimum of 6 months.
GENERAL: The SFA has a well-organized web site which makes finding the wellness policy and school lunch menus easy. Children at the elementary school were observed washing their hands as they came down the hall to the lunch room. Children in general had full trays and were eating most of the food they took.
MEAL REQUIREMENTS & COMPONENTS: The Food Service Director, FSD, does an excellent job of menu planning and offering choices. There is good meal participation at the elementary. All students have multiple fruit and vegetables to select from, many of which are fresh fruits and vegetables on the salad bar. All meal components were available at the beginning of meal service on the days of observation and throughout meal service. 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 and well organized. Standardized recipes are used for food production. Water was available as required. There is regular staff training. Many low fat and low sodium food items were observed in storage. Students had sufficient of time to eat after receiving meals. A monthly menu is posted. All students were observed to have a reimbursable meal during the day of the review, with an occasional friendly prompt by staff to take a serving of fruit. Offer vs Serve is done correctly.
RESOURCE MANAGEMENT & RECORD KEEPING (700): The Resource Management section of the Off-Site Assessment tool was completed on time. September receipts that were reviewed, indicated appropriate and allowable expenditures. The Paid Lunch Equity, PLE, tool was completed and prices were increased as indicated by the PLE tool. 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. SFA submitted all requested materials in a timely manner in preparation for the Administrative Review.