

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Jesup Comm School District (32040000)
October 10-11, 2018

Program Year: 2019
Month of Review: September
Lead Reviewer: Sandra Fiegen
Org Representative(s):

Site - Level Findings: Jesup Elementary School (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Preschool students are served in the early learning cafeteria with K and first grade. The NSLP meal pattern is followed but the serving sizes are not adequate.	Because the preschool students are served in the cafeteria with the K-1 grade, the SFA is allowed to follow the NSLP, so all rules of the NSLP meal pattern and service apply, including serving sizes and offer v serve, which is optional for elementary students. The Food Production records indicate that an inadequate serving size was served for fruit and vegetable items. In your corrective action response, please indicate your plans to follow the NSLP meal pattern, or whether you are planning to follow the CACFP meal pattern which will mean serving the preschool students in their classroom. Also, further corrective action requested will be to complete the excel meal planning worksheet for two weeks in the month of November, for each grade group that is planned. The worksheet includes K-5, K-8, 6-8 and 9-12 options. Please choose the grade groupings you will plan for and also attach the menu for the two weeks that are entered on the worksheet. Attach the two worksheets to this corrective action response area.	
1700 - Afterschool Snack	V-1700	Afterschool snack meal requirements and documentation requirements not met. Snack fruit or vegetable served consistently inadequate portion size (1/2 cup when 3/4 cup is required). Popcorn noted for two snacks in month of September. During service, some students opted out of receiving two components, and should not have been counted for a reimbursable snack. No daily food production records maintained. Staff serving the snack were not aware of program requirements.	All staff responsible for planning, preparing or serving the afterschool snack must be trained to correctly perform their snack duties. In your corrective action response, please indicate how you will train staff, how you will monitor staff and how the documentation of the training and daily activity will be maintained (food production records and daily meal counts in particular). Please be specific in indicating how persons will learn and carry out their snack duties. the Afterschool Snack Handbook located at https://educateiowa.gov/pk-12/nutrition-programs/afterschool-snack-programs can be a good resource for the training.	

Org - Level Findings

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1000 - Local School Wellness Policy	V-1000	No review of local wellness policy goals has been completed.	At least every three years, the goals of the local wellness policy must be assessed and the assessment provided to the school community. Information on what is involved with the assessment and suggestions on where to post or how to provide the assessment were discussed. In your corrective action response please indicate: 1) when the assessment of goals will be completed (a date), 2) who will be involved in the process (names or titles), 3) where the assessment will be posted or how it will be provided to the community.	
1200 - Professional Standards	V-1200	School foodservice training not tracked for all staff with foodservice duties.	Administrative persons who conduct accounting and procurement responsibilities including but not limited to completing foodservice contracts for bread, milk, a la carte items paid with foodservice funds, prime vendor contract, equipment purchases, daily and monthly accounting procedures involving foodservice funds, and other activities, must receive training applicable to their duties, and the training must be documented. All Afterschool snack staff must receive training and it must be documented. A wide variety of training opportunities are mentioned in bureau websites and communication sent to the SFA authorized representative and foodservice director. In your corrective action response, please indicate who will receive training, the topic/subject areas for that training, and approximately when (the month, year) that training will occur. Please be specific with regard to topic/subject area and the person who is responsible for that activity. Please indicate that the SFA training tracking tool will include each person's name, title, date of training, and training received.	

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	126 a. Certification and Benefit Issuance Review Method:	A few income applications included tax return or payroll information attached. Please return all personal information such as this to the parents, when it is included with the application process. Only in the verification process should the SFA have a copy of income information. One application was completed on an expired form. Please be sure that all blank forms from previous year are destroyed and not used. Some application forms were not fully printed or printed poorly. Please be sure to accept only fully printed applications that are fully completed.

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300 - Meal Counting and Claiming	306 What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment?	Currently, daily edit checks are not completed, and we discussed the need. Shared the resource available in download forms and looked at what information is available from the point of service software to assist in this activity. The other two edit checks are completed each month.
800 - Civil Rights	800 What is the non-discrimination statement that is used for appropriate Program materials?	Explained how to use the USDA Civil Rights notification as far as where it must be posted and how.
800 - Civil Rights	801 Did the School Food Authority publish a public release as required for the School Year being reviewed?	Provided an explanation of how to complete and document the second annual notice of applying for benefits.
800 - Civil Rights	803 What is the SFA's procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs?	Discussed the difference between USDA complaint procedures and student or staff complaint procedures, and provided information on how to complete the USDA process.
800 - Civil Rights	805 What procedures are in place for accommodating students with disabilities?	Explained how the accommodating students with dietary needs form is used, and clarified that the nurse has these, completed for all students with needs that are not noted on IEP forms. The school website has the correct form posted for parent use.
900 - SFA On Site Monitoring	900 a. Was the on-site monitoring of breakfast completed prior to February 1st?	Explained what the annual monitoring includes and looked at the form completed by the FSD. Encouraged monitoring the additional meal service site for younger children with this form to ensure that counting and claiming procedures are correct in this location also.
1000 - Local School Wellness Policy	1001 How does the public know about the Local School Wellness Policy?	Encouraged creating a public invitation for any community member to be involved with the local wellness policy committee. Explained that all are eligible to participate.
1200 - Professional Standards	1208 Is the SFA tracking training hours on an annual basis?	Discussed who needs to be included on the training tracking tool and the begin/end date of the year.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements?	Provided information about how to include a 'flow of food' for the HACCP plan.
RMCR - Revenue From Nonprogram Foods	2 For each of the categories selected, what process(es) did the SFA use to ensure that all funds received from the sale of nonprogram foods were deposited into the SFA's nonprofit school food service account?	Because the afterschool snack program is a reimbursable program, purchases can be made through the foodservice accounting codes like other meal program purchases. Just as food purchases are identified as a breakfast program or a lunch program food expense, the afterschool snack program foods and supplies can be coded thus. The snacks that are purchased for the preschool program are appropriately coded as a catering event.

Site - Level Technical Assistance Jesup Elementary School (0409)

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?	Discussed with cashier how to identify full servings of meat and grain for high school students and encouraged reviewing the menu each day prior to meal service so that the cashier can anticipate what will be a reimbursable meal.

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400 - Meal Components and Quantities - Lunch	404 a. Is there signage explaining what constitutes a reimbursable lunch to students for all applicable grade groups?	Discussed the need to include the salad bar on the menu and on the service line signage.
400 - Meal Components and Quantities - Lunch	406 If the school is serving multiple menus and/or age/grade groups, is the meal service structured to comply with the required age/grade group meal pattern requirements?	Encouraged cashier to know serving sizes of each food item in order to more quickly think about what is a reimbursable meal in the main dining room.
500 - Offer versus Serve	502 Is there signage explaining what constitutes a reimbursable meal to students including the requirement to select at least 1/2 cup fruit or vegetable?	Signage on the line must include all components/items available for a reimbursable meal, including information about the salad bar. Provided suggestions on how to note that information, as well as how to include all information in the printed or web menus.

Org - Level Commendations

Description
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.
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. The district has not charged indirect costs to the food service program in the past, but is planning to learn about indirect costs to correctly apply them in the future. The SFA effectively utilizes its USDA entitlement for commodities.
Meal counts during the on-site review were reasonable when compared to the review month counts. Breakfast and lunch count totals for the month of September were accurate and complete. 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 breakfast and lunch meals claimed for reimbursement for the review period.
School Breakfast Program, SBP, outreach was sent out at the beginning of the year to inform families of the availability of the program, and outreach is sent on a regular basis at other times during the year.
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 selected for verification was confirmed prior to verification. The SFA had at least one person attend training.
The district has a current wellness policy on file. There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity. Committee meetings are held on a regular basis.

Site - Level Commendations Jesup Elementary School (0409)

Description
Meals are planned to include a wide variety of entrees, and the Fruit and Vegetable Bar in the 2-12 grade cafeteria is extensive. Students have several options of items to entice them to choose a reimbursable meal.
Professional development training is planned on a regular basis and staff are committed to learning and applying knowledge to their job responsibilities. All staff share responsibilities and good communication was observed. A positive work environment seems to be established!
Several food service staffpersons have attained their ServSafe certification and other training certifications, which are displayed in the cafeteria.
The foodservice staff are friendly and approachable, and students seem to enjoy their daily interactions with the foodservice staff.
The HACCP plan has recently been updated, and includes almost all components. Food safety training is planned for each year as required. Daily food safety activities are part of ongoing commitment to ensuring that safe food is planned and served.

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