

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Marys School-Manchester (69508104)
October 30-31, 2018

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

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	Persons operating the Benefit Issuance system (PowerSchool) do not know how or if the system can identify how eligibility was determined. They are also not aware of how they can identify the history dating of the approval process.	Benefit issuance systems must be able to identify when benefits were awarded, what status is awarded, and what the determination is based upon. This information must be available for three years and if updates happen the system must maintain the history of the update as well (timeline, status, etc). In your corrective action response, please indicate your steps to update the system to include this information, and attach a free/reduced eligibility list for October 2018 that shows date of approval and eligibility reason.	
100 - Certification and Benefit Issuance	V-0100	Of 22 eligibility determinations made, two students were approved for Reduced benefits based on an incomplete application (missing the SSN information).	As corrective action, please indicate how you will increase accuracy in eligibility determinations, including who will participate/view and when the eligibility webinar will be viewed each year. Because the error rate of determining eligibility is more than 8%, the school will be required to do an independent review of applications. Page 52 in the Eligibility Guidance Manual located at https://fns-prod.azureedge.net/sites/default/files/cn/SP36_CACFP15_SFSP11-2017a1.pdf describes specific steps involved with completing the independent review of applications. The school will be required to report on the activity of completing the independent review of applications. As additional corrective action, please indicate when the missing information is obtained.	
700 - Resource Management	V-0700	Some expenses were paid directly that should have been included in an indirect cost pool.	Only allowable direct expenses can be paid with foodservice funds. For more information, please see item titled 'Indirect costs questions-answers' in review attachments, and the indirect cost manual found at https://educateiowa.gov/documents/indirect-cost-rates/2013/03/indirect-cost-guidance-nonpublic-and-rcci . In your corrective action, please indicate your intention to set up an indirect cost pool and the items that will be paid from that pool, or your intention to pay the costs from general school funds and not from foodservice indirectly.	
700 - Resource Management	V-0700	At a prior review, it was discovered that several administrative staff were receiving a free (unpaid) meal. At that time, the school was directed to either have the adults pay the full adult meal cost or the school would	In your corrective action plan, please indicate that you will repay the foodservice fund the additional adult meal cost (above \$3.00) from the beginning of the year forward, and also your plans for continuing to pay for administrative staff meals at the minimum adult meal rate, which is \$3.63 this year and will increase each	

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Marys School-Manchester (69508104)
October 30-31, 2018

		need to pay the full adult meal cost from other school funds (as a benefit to the staff person). They began to do so at a rate of \$3.00 per meal. At the time of this review, the \$3.00 price was still being used and should have been updated to at least the required minimum charge of \$3.63.	year. If administrative staff will begin to pay for their own meals, please indicate the adult meal charge for them and for all other adults.	
800 - Civil Rights	V-0800	Public release is not sent to a media outlet as required, was attached to the meal application packet instead.	Annually the media release must be sent to a local media outlet so that all interested taxpayers can be made aware that the school is utilizing the federal Child Nutrition Program. In your corrective action plan, please indicate your plans for completing this annually. The form is available in download forms in IowaCNP.	
1000 - Local School Wellness Policy	V-1000	The goals of the Wellness Policy have not been assessed.	A template for completing assessment of your specific goals of the local Wellness Policy was left with the school at the time of review, and is also available at https://educateiowa.gov/pk-12/nutrition-programs/school-wellness . In your corrective action response, please indicate how and when you will complete an assessment, and where the assessment will be posted on a website or how distributed to all community members.	
1200 - Professional Standards	V-1200	Business office personnel, Administrative personnel, all volunteers and serving staff must receive training and the training must be tracked on the central training tracking tool.	For more information about professional development requirements, see https://educateiowa.gov/pk-12/nutrition-programs/professional-standards-school-nutrition . The item titled 'Iowa Professional Standards Clarification' can answer questions about who must receive training and how much, and whether it must be documented. Other resources on this webpage include a training tracker. In your corrective action response, please begin completing the training tracker for this year, listing all persons by name and position who will receive training, and training completed to date, and also indicate future training topics that each person will complete prior to June 30, 2019.	

Site - Level Findings: St Marys School (8104)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Students did not pass by the milk cooler in order to choose a serving of milk at breakfast time. Other students did not take the full meal before putting their tray down, and then returned to the service line to choose another item; were already counted for a full meal prior to the second trip back up.	All food items must be readily available and observed by students in the meal service line. When children do not pass by the milk cooler for breakfast they are not really being offered milk. Students must also take all items that they intend to take, in the first trip in order to be counted as a meal. Additional items taken in a second trip up to the service line are a la carte items. In your corrective action response, please indicate how you will make milk available on the service line at breakfast time, and how you will instruct students to take all parts of their meal the first time through the line.	
400 - Meal Components and Quantities - Lunch	V-0400	Several grain items were not whole grain rich and no waivers were available to allow use. Dessert items must also be whole grain rich if they contain more than 1/4 oz grain	In your corrective action plan, please indicate how you will ensure that all food items that contain grain and all recipes with grain servings will document that whole grain rich requirements are met,	

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Marys School-Manchester (69508104)
October 30-31, 2018

		equivalent. This is the first finding concerning whole grain rich requirements, so fiscal action will not be assessed.	or how you will ensure that waivers are in place for items requested to be non-whole grain rich.	
1400 - Food Safety	V-1400	Temperature logs for cold storage areas and other monitoring logs are not maintained as required.	In your corrective action plan, please indicate how you will ensure that all monitoring logs are completed as required, and where they will be stored. Please attach a sample of each of the logs that will be used.	

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	127 Are the correct income eligibility guidelines used to certify applications?	Encouraged using the ICAVES to assist in determining eligibility. An electronic ICAVES can be found at https://reports.educateiowa.gov/ICAVES/ .
100 - Certification and Benefit Issuance	135 Are the Direct Certification lists retained on file by the SFA?	In order to download and print the DC lists, please use Firefox as your browser.
700 - Resource Management	700 Did the SFA have the ability to accurately track all revenues and expenditures for the nonprofit school food service separately from all other transactions?	A webinar on nonpublic schools and the financial report is available at https://educateiowa.gov/2018-2019-memo-and-financial-report-non-publics-may-2018 . Administrative and business office staff are highly encouraged to view the webinar and complete the financial report.
800 - Civil Rights	805 What procedures are in place for accommodating students with disabilities?	The form for documenting the special dietary needs accommodations is located at https://educateiowa.gov/pk-12/nutrition-programs/school-meals-0 .
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements?	Encouraged dating each SOP, and adding a sample monitoring form for each type of monitoring, and a flow of food description.
1500 - Reporting and Recordkeeping	1500 Are reports submitted to the State Agency as required?	Encouraged completing the Financial Report in IowaCNP each year and provided resources for doing so.
1600 - School Breakfast and SFSP Outreach	1601 How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?	Explained that each school must provide outreach about the SFSP. Provided resources for doing so.

Site - Level Technical Assistance St Marys School (8104)

Area	Question	Comments
300 - Meal Counting and Claiming - Breakfast	318 At the selected school(s), does each type of meal service line as observed on the day of review provide an accurate count by eligibility category at the point of service (or approved alternate)?	Children sign their own first name on a sheet of paper and also indicate if they are taking only one item so not being charged for a full meal. It is encouraged that they sign more than their first name, that it also include at least the first initial of their last name.
400 - Meal Components and Quantities - Breakfast	409 Review production records and other supporting documentation.	We discussed food production records, and the need to indicate the actual fruit served on the fpr at breakfast, not just the word 'fruit'.
500 - Offer versus Serve	500 Is Offer vs. Serve being implemented properly by the reviewed school?	Children were automatically served fruit instead of being asked whether they wanted the serving. Highly encouraged re-teaching children and

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Marys School-Manchester (69508104)
October 30-31, 2018**

		servers as well as teachers about offer versus serve so that extra food is not served and thrown away.
Dietary Specifications Assessment Tool - Lunch	1 Are specifications considered when purchasing menu items and condiments to limit the following?	Trans-fat requirements must always be considered, and no items with added trans-fat can be used in school meals programs.

Org - Level Commendations

Description
Eligibility for free or reduced price meals is kept confidential. Free meals are extended to all members in the household. Rollover eligibility determinations were removed if the household did not apply within thirty days of the school year.
Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of September were accurate and complete.
The school 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.
The SFA has a 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.

Site - Level Commendations St Marys School (8104)

Description
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.
Signage was posted explaining what constitutes a reimbursable meal. A monthly menu is also posted. The signage includes many positive nutrition education messages and was colorful and attractive.
Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation.
Students had a sufficient amount of time to eat after receiving meals.
The Food Service Director, FSD, does a superior 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. Fruits and vegetables are offered in 1/2 cup portions, and at least three choices are available each day, making it easier for a student to choose at least one of the three choices to make a reimbursable meal.
The latest Health Inspection Report was posted in a publicly visible location. There were no critical areas noted on the report.
The SFA effectively utilizes its USDA entitlement for commodities.