

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Sacred Heart School-Maquoketa (40418108)
November 6-7, 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
300 - Meal Counting and Claiming	V-0300	At breakfast, children were not required to provide a medium of exchange. The food service director was identifying students by memory and marking the meal eaten list according to visual recognition only.	Each child must provide a medium of exchange for their breakfast and lunch. The medium of exchange can be a ticket, an account number, their name verbally, or their signature. Persons serving cannot use their visual recognition only in charging a student for their meal. In your corrective action, please indicate how you will ensure that each meal is served in exchange for a medium of exchange. Describe the system that you will put into place.	
700 - Resource Management	V-0700	Net cash resources in an amount more than three months average expenditures is available in the foodservice account.	In your corrective action reply, please reply with a plan for spending down the balance so that it does not exceed three month's average expenditures.	
800 - Civil Rights	V-0800	Several children are receiving dietary modifications with no statement/form completed by a recognized medical authority.	All dietary accommodations must be authorized with the use of a special diet accommodations form, available at https://educateiowa.gov/pk-12/nutrition-programs/school-meals-0 . Additional resources for use and information is also located at this website. In your corrective action response, please indicate the steps you will take to obtain the required completed form and where they will be maintained.	
1000 - Local School Wellness Policy	V-1000	Local wellness policy goals have not been assessed or shared with public.	In your corrective action response, please indicate when the local goals will be assessed and how you will share with the community.	
1200 - Professional Standards	V-1200	Preschool teachers complete critical school meal functions that include food safety, meal counting and meal service, and must also complete training annually which must be documented.	In your corrective action response, please indicate the persons who will receive annual training and the topics.	
RMCR - Revenue From Nonprogram Foods	V-RMCR	Currently the custodian receives a free meal as a foodservice employee even though his usual duties are not critical to program operations.	In your corrective action response, please indicate how custodial meals will be provided and who (the custodian himself or another school fund) will be paying for them. If the school will be paying for them, please indicate how the revenue will be deposited and recorded in foodservice account.	

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RMCR - Revenue From Nonprogram Foods	V-RMCR	Nonprogram Food Revenue tool is not completed annually as part of the financial report.	Using the resources found in Download forms, complete the Financial Report in IowaCNP for the 2016-17 school year within the corrective action period, and indicate how you will complete the 2017-18 report prior to the end of the school year.
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Site - Level Findings: Sacred Heart School Maquoketa (8108)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1400 - Food Safety	V-1400	A complete HACCP plan is not in place. For guidance and information about what is to be included in a full HACCP plan, please see attached guidance manual. Also, monitoring logs are not being used.	A full HACCP plan must be implemented and shared with all other persons who need to follow food safety compliance. Part of daily food safety monitoring is completing logs; samples are included in the guidance manual. In your corrective action response, please attach 1) the Index to your HACCP plan, 2) a list of the names of all SOP's that will be adopted for your school, 3) a list of all of your potentially hazardous food items according to process method, and information about where the HACCP plan will be located for all foodservice staff to reference. Also, indicate which monitoring logs will be maintained and where they will be kept on file.	

Org - Level Technical Assistance

Area	Question	Comments
200 - Verification	203 Describe the SFA's verification process (including SFA's verification for cause process, deadlines, due dates, selection procedures, etc.).	Provided TA on using the verification summary available in the ICAVES application (last tab in workbook).
700 - Resource Management	705 Did the SFA have internal control procedures in place to ensure that only allowable costs were charged to the nonprofit school food service account?	Information on allowable vs unallowable costs and direct vs indirect were shared. Resources are posted in the review attachments.
700 - Resource Management	712 Were indirect costs* charged to the SFA's nonprofit school food service account?	additional indirect cost guidance was attached to the review attachments.
800 - Civil Rights	800 What is the non-discrimination statement that is used for appropriate Program materials?	The full USDA statement must be used whenever possible.
1000 - Local School Wellness Policy	1006 How does the public know about the results of the most recent assessment on the implementation of the Local School Wellness Policy?	Local wellness policy assessment is not completed and shared with the community. Provided assistance on how to do.
1100 - Smart Snacks	1100 What are the SFA's food sale policies?	Provided technical assistance about the Smart Snack regulations. The food sold as a la carte in the lunchroom also must meet the requirements.

Site - Level Technical Assistance Sacred Heart School Maquoketa (8108)

Area	Question	Comments
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400 - Meal Components and Quantities - Breakfast	409 Review production records and other supporting documentation.	Provided TA on grain items, on the whole grain rich requirement, and the waiver process. Reviewed the grain/bread chart and grams per minimum serving. If a waiver is needed, please obtain and maintain on file.
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	Explained the need to include all food items available for a reimbursable meal (including chef salad option) on all menus.

Org - Level Commendations

Description
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.
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.
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.
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. Point of Service, POS, counts and filed claims appear accurate.
Menus included many homemade entrees, and standardized recipes are used for food production.
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, and breakfast outreach is completed frequently via communications with parents.
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 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. Breakfast meal participation is reaching 30% and is steadily increasing.
The food service staff were positive, happy and eager to visit with the students, and displayed pride in the important work that they are completing each day. Students were polite and 'please', 'thank you' were heard repeatedly.
The staff training agenda covered many important topics and shows a commitment to ensure food program compliance.

Site - Level Commendations Sacred Heart School Maquoketa (8108)

Description
please see commendations in Organization level area.