

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Mater Dei Catholic Parish (60398002)
On-site Review Dates: October 23-24, 2018**

Program Year: 2019
Month of Review: September
Lead Reviewer: Deann Murphy
Org Representative(s): Pauline Flannery

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	The SFA did not allow the full 30 day carry over for students who qualified for benefits in SY2017-18 but had not turned in an application in SY2018-19.	The SFA will submit documentation to the State Agency showing that they extended benefits to each qualifying household the full 30 operating days, i.e. Oct. 4.	
RMCR - Revenue From Nonprogram Foods	V-RMCR	The non-program food revenue tool was not calculated correctly. TA given with the expectation that the SFA would re-calculate food costs for both reimbursable and non-reimbursable meals.	The SFA will re-calculate the Non-Program food Revenue tool and submit it to the State Agency. If the tool shows that additional revenue is needed to support non-program foods, the SFA will state how they intend to generate that revenue.	

Site - Level Findings: Mater Dei Sch Nativity Center (8116)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
200 - Verification	208 When a confirmation review was conducted:	The State Agency reviewed the verification process with the Determining official. Use ICAVES to help choose an appropriate number of applications to verify. Before request for verification documents goes to the household, the confirming official must review the application for correctness/completeness and sign/date. The verifying official is encouraged to directly verify the selected application on E-Lookup before sending a notice to the household. If the student's name is found, verification is complete. ALL income reported must be verified and the SFA should ensure correct pay periods are reported.

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700 - Resource Management		Procurement: TA was given to the FSDs on their SY2018-19 Procurement plan and vendor paid list. They have started a plan for SY2018-19, but recommended changes to the procurement plan were discussed. Some items paid for out of the Child Nutrition account should have been paid as an indirect cost. Guidance was given regarding indirect costs. The District needs to continue to try to procure using small procurement methods for prime vendor, bread, milk, possibly using 2 prime vendors and doing line item purchasing from both. Vendors should give bid pricing for at least a starting bid in order to help the SFA choose which vendors they will use. Price updates can be sent from vendors chosen so that the SFA can compare prices given to the invoices received. The SFA may wish to consider piggybacking onto a larger school's procurement or form a coalition of schools who procure together providing increased buying power. The District's Code of Conduct is complete and will only need to be reviewed periodically for updates as needed.
1000 - Local School Wellness Policy	1007 For each Off-Site Assessment Tool question (Questions 1000-1006), do the responses provided demonstrate compliance with FNS requirements?	The final rule on Local Wellness Policy requires each district has a wellness policy and an assessment of its goals which is reviewed every 3 years. The current posted policy was last reviewed Oct. 2016. Districts need to have a Local Wellness Committee made up of a variety of stakeholders, i.e. Administration/Board, Foodservice, PE teacher, parent, student, nurse, community. Recommend the committee set and review goals annually as the policy states. Both the policy and the assessment need to be made public. Also discussed discouraging the use of food as a reward, i.e. pizza parties, as stated in the policy. This part of the policy may need to be clarified by the committee.
RMCR - Nonprofit School Food Srvc Acct	10 Excluding equipment purchases made with USDA grants, did the SFA purchase equipment during the RM review period that cost at or above the capitalization level established by the State or SFA for financial statement purposes or at or above \$5,000 (whichever was less)?	A freezer/cooler was purchased August 2017 for over \$5000 without permission from the State Agency. USDA requires equipment purchases over \$5,000 either be approved by the State Agency prior to purchasing or found on a state approved equipment list. This list is being developed. Until this list is finished, the SFA needs to check with their state agency consultant prior to purchasing equipment over \$5,000.

Site - Level Technical Assistance Mater Dei Sch Nativity Center (8116)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	Since this school serves students in grades 5-8, recommend using the K-8 meal pattern instead of the K-5, 6-8 meal patterns in order to ease the workload. Just make sure the calories provided to all students is between the 600-650 calories allowed on average daily. Discussed how to best use Food Production Records. For example, list practical portion sizes (1 hot dog, 1/2 biscuit) so that any server could easily follow them and know what to serve. If a standardized recipe is used, list the recipe number instead of listing each separate ingredient (i.e. beef stew) on the FPR. Also, discussed need to accurately list portion size served to students and make sure scoops match portions listed.
1400 - Food Safety	1407 Was the SFA's written food safety plan implemented?	Recommend using your HACCP manual/SOPs to train staff each year making the manual usable and available to all staff who work in the kitchen. The forms in the manual should match the forms that you are actually using and the SOPs should reflect your actual practice in the

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		kitchen. Recommend including the 'Cleaning up of Bodily Fluids' SOP to your HACCP manual.
1400 - Food Safety	1411 a. Did a review of agricultural food components indicate violations of the Buy American provision (7 CFR 210.21(d)) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable?	The SFA needs to have an exemption log reporting any non-domestic agriculture products they purchase with CN dollars. The Exemption Log should state date, product accepted and reason why they accepted it, i.e. domestic product was not available or significantly higher priced than the non-domestic product.

Org - Level Commendations

Description
Fiscal action for this review was less than the \$600 allowed by USDA so there is no need for a claims adjustment.
Free/Reduced applications were organized and determined correctly. The SFA utilized E-Lookup. They notified all families in writing whether they were given or denied benefits. Benefit levels were extended to all members of the household and were kept confidential.
Mater Dei promoted the Sioux City Community School District's summer feeding program throughout the school and on the school's website last spring so that families were aware of free food available during the summer months.
Mater Dei School has an active wellness program with a committee that is made up of a variety of stakeholders. Their local wellness policy is current and posted on their website and an assessment of the policy goals was complete.
Professional Standards for all personnel in the SFA are on track for meeting their training requirements this school year.
The Food Service Directors do a good job in splitting duties and ensuring regulations are met. Menus contain all required components in appropriate quantities to meet meal pattern requirements. Meal participation is excellent. The monthly menu is posted in the cafeteria for students to see. Standardized recipes are used for many prepared items. CN labels are available and organized. The SFA uses many low fat/low sodium foods and keeps their calories in line with the requirements.
The SFA has a meal charge policy on file that is communicated to all households. Student eligibility was kept confidential at the POS. All meals served during the on-site review were reimbursable. Serve only was done correctly where each student took all 5 components on their tray. Meal counts on day of review were within range of month of review counts.
The SFA is working on updating their procurement plan for SY18-19 and their Code of Conduct is complete. The FSD is trying to work with area vendors to follow procurement practices. The SFA used over 96% of their USDA Foods entitlement last school year.

Site - Level Commendations Mater Dei Sch Nativity Center (8116)

Description
Food temperature, food storage temperature, and dish machine temperature records were available for the month of September. Records showed that the rinse temperature of the dish machine were a little low. This was corrected.
Free water with cups were available for all students at lunch.
Students are able to purchase a second entrée and an extra milk a la carte. Both of these items meet or are exempt from Smart Snacks requirements.
The And Justice for All poster and the latest health inspection were posted in a public place. A health inspection was completed two times last year as required. The SFA has a district wide HACCP manual in both sites. Serving personnel, both students and staff, wore proper hair coverings and gloves. The kitchen and food storage areas were clean and organized.

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