

Iowa Department of Education
 Bureau of Nutrition and Health Services
 State Review Summary Report
 Delwood Comm School District (16750000)
 November 13-14, 2018

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

Site - Level Findings: Delwood Elementary School (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Whole grain rich items are not consistently purchased and served for breakfast and lunch, and no waivers are on file. Grain items are not adequately documented for correct serving sizes. One week of lunch menus in the review month did not contain a serving of dried beans/legumes vegetable subgroup, and another week had an insufficient serving. Breakfast meal planning, menus and food production records did not indicate a full cup of fruit/vegetable items planned and served.	All meals claimed for reimbursement for breakfast and lunch and afterschool snacks must be planned to meet meal pattern requirements for food items used and for minimum serving sizes. Resources for meal planning can be found at https://educateiowa.gov/pk-12/nutrition-programs/school-meals/menu-planning-and-recipes . A meal planning tool to use for K-8 meals is attached to the review attachments. Documentation that includes product formulation statements, child nutrition labels, ingredient statements and/or nutrition facts labels must be maintained for all items to prove/show that the minimum serving sizes are served especially for grain and meat food items that are processed items. The grain/bread chart can be used for simple grain items, but product formulation statements or Child Nutrition labels must be obtained for all processed items such as chicken nuggets, pizza, cookies, French toast, waffles, etc. Information about labeling and a sample of a product formulation statement is found at https://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program . The grain/bread memo which includes the chart is attached to the review attachments. For corrective action, please send the menu for breakfast, lunch and snack, the weekly meal planning templates for breakfast and lunch, and all grain item labels or documentation that proves the serving size and whole grain compliance for breakfast, lunch and snacks, for the month of November going forward. The information will need to be sent for each week and month going forward until there is an assurance that the correct minimum serving sizes and food items will be used to meet requirements. This may mean a few to several months. The afterschool snack menu planner and food service director are encouraged to work together on this corrective action	

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			response. Each week, the corrective action is due no later than the following Monday.	
400 - Meal Components and Quantities - Lunch	V-0400	Preschool children meals follow the meal pattern and serving sizes for preschoolers. On the day of review, only 1 ounce of meat was included in each meal (1/2 hamburger patty). Additional inadequate serving size finding and corrective action is requested in separate area. Preschool meal pattern is attached to review attachments.	In your corrective action response, please indicate how you will accurately plan and document serving sizes for preschool children.	
1400 - Food Safety	V-1400	No HACCP plan in place. Monitoring logs incomplete (not done for all areas needing monitoring and not maintained)	Each district must have a HACCP plan in place that describes food safety plans for foodservice functions. The HACCP plan guidance is attached to the review attachments. In your corrective action response, please attach 1) the table of contents/index for your plan, 2) a list of SOP's that your plan will include, 3) a list of all monitoring logs that will be maintained and where they will be filed. Please note that a sample HACCP plan is included in this guidance and can serve as the basis for how your plan will look.	
1700 - Afterschool Snack	V-1700	Food production records indicate serving size and snack item, but documentation is not available for all items to show that they meet the serving size stated. Also, two snacks in the review month indicated a fruit serving that was inadequate in serving size.	Each snack claimed for reimbursement must meet serving size and component requirements. As corrective action, please work with the food service director to obtain product formulation statements, labels, and any other documentation that proves that the food item meets the minimum serving size requirement especially for grain and meat items. Also, the menu for November and months following must be sent with serving sizes noted, and label information the shows correct crediting for all grain and meat items.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1100 - Smart Snacks	V-1100	Popcorn is sold to the students on some Fridays. There is no documentation that this item meets Smart Snack compliance.	The popcorn sold to students on Friday must meet Smart Snack requirements. To determine if this item is compliant, please document by 1) preparing a recipe that includes all ingredients (popcorn kernels, oil, salt and anything else), serving size and number of servings, 2) using a nutrient calculator to determine the calories, fat and sodium in one serving, and 3) completing the Smart Snack calculator for that serving to determine if it is compliant. Several free nutrient calculators are available online, and a suggested one to use can be found at https://nutritiondata.self.com/ . The Smart Snack calculator is found at https://www.healthiergeneration.org/resources/smart-snacks . For your documented corrective action, please complete the steps above, maintain a copy of the results and attach a copy of the calculator results in this corrective action.	

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1600 - School Breakfast and SFSP Outreach	V-1600	Annual Summer Food Service Program outreach and community notification is required regardless of whether the district sponsors a program.	In your corrective action response, please indicate your plans to provide information to the school community about the Summer Food Service Program annually.	
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Org - Level Technical Assistance

Area	Question	Comments
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?	The district is encouraged to determine their local attendance factor and use this number in completing the daily and monthly edit checks.
1000 - Local School Wellness Policy	1005 <i>Provide a copy of the most recent assessment on the implementation of the local school wellness policy.</i>	The most recent assessment of goals was in 2016. Encourage completing another assessment and then posting/sharing with community.
1200 - Professional Standards	1219 a. Are there additional employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program?	Several non-foodservice people were listed on tracking tool for professional development, but not all. Be sure that the persons who complete administrative or operational duties for the afterschool snack program are also trained annually.

Site - Level Technical Assistance Delwood Elementary School (0409)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	404 a. Is there signage explaining what constitutes a reimbursable breakfast to students for all applicable grade groups?	Please use specific names of breakfast items are identified on meal signage. 'juice' and 'fruit' do not name the food items completely. 'apple, grape or orange juice' and 'diced peaches, baby carrots' provide more information to the student customers.
400 - Meal Components and Quantities - Breakfast	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	The breakfast meal pattern was discussed with the food service director, and suggestions and options were discussed. A finding concerning the meal pattern insufficiencies is included with this review.
400 - Meal Components and Quantities - Lunch	405 If the school has elected to serve meals using the Family Style Method, is the school implementing method as specified in FNS Instruction 783-9?	Preschool meals are not being served family style. For additional information about family style service and the preschool meal pattern, please see the items attached in review attachments.
500 - Offer versus Serve	500 Is Offer vs. Serve being implemented properly by the reviewed school?	Highly encourage implementing offer versus serve for breakfast and lunch. For more information about offer versus serve, see resources at https://educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition and at https://educateiowa.gov/pk-12/nutrition-programs/iowa-school-meal-programs-web-based-tutorials-webcast .

Org - Level Commendations

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Description
A variety of entrees, fruits, and vegetables were offered throughout the review period for lunch, and included many fresh fruits and vegetables. Daily multiple choices of fruits and vegetables encourages student consumption.
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. Benefit documents, as well as all paperwork, were very well organized.
All meal components were available at the beginning of meal service on the days of observation and throughout meal service.
Breakfast participation was high on the day of observation, and the children were enjoying their meal. Breakfast participation has steadily increased since the beginning of the year.
Cashiers are trained on point of service activity, and daily edit checks are performed and documented.
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.
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.
Reminders of the school breakfast program are sent out throughout the school year, in a variety of methods.
The correct number of applications were verified. 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 district does not charge indirect costs to the food service program. Money is not transferred out of the foodservice account to support other programs. The SFA effectively utilizes its USDA entitlement for commodities.
The district has taken reasonable steps to ensure that students with special dietary needs are adequately accommodated and that proper documentation is on file.
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.

Site - Level Commendations Delwood Elementary School (0409)

Description
please see commendations in administrative area.