

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Gladbrook-Reinbeck Comm School District (25020000)
November 13-15, 2018

Program Year: 2019
Month of Review: October
Lead Reviewer: Shea Cook
Org Representative(s): Kate Schildroth, Diane Stephan

Org - Level Findings

| Area | Findings ID | Finding Description | Required Corrective Action | Corrective Action Response |
|------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 100 - Certification and Benefit Issuance | V-0100 | One application was incorrectly denied benefits when it should have been approved for free. | For your response, please submit documentation that reflects that the household has been notified of the increase in benefits. | |
| 1200 - Professional Standards | V-1200 | Employees outside of school nutrition operate POS during lunch service and serve as the confirming official. There is no documentation that shows that these individuals have completed civil rights training. | For your response, please submit documentation that demonstrates that school employees outside of the nutrition program who have duties within the nutrition program have completed civil rights training. In addition, please indicate who will be responsible for making sure that these individuals complete required yearly civil rights training. | |
| RMCR - Revenue From Nonprogram Foods | V-RMCR | Nonprogram foods are defined as any food sold during the school day that is not part of a reimbursable meal to a student. Provision 206 of the Healthy Hunger Free Kids Act requires that nonprogram foods raise revenue sufficient to cover the costs of the food. The financial report on IowaCNP indicates the district is not currently raising enough revenue from the sale of its nonprogram foods. | For your response please complete and submit the nonprogram revenue tool. If the tool indicates that additional nonprogram revenue is needed please describe your plan to increase nonprogram revenue. The nonprogram revenue tool is document NSLP150 in download forms under the applications menu on IowaCNP. | |

Site - Level Findings: Gladbrook-Reinbeck High School (0172)

| Area | Findings ID | Finding Description | Required Corrective Action | Corrective Action Response |
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| 1100 - Smart Snacks in School | V-1100 | Beverages sold in vending machines must be compliant for the youngest age group with access to the items in the machine. Students in grades 7-8 are only allowed to purchase plain or carbonated water, skim flavored milk, skim or 1% unflavored milk, 100% fruit or vegetable juice, or 100% fruit or vegetable juice diluted with water. Low calorie and no calorie flavored beverages (i.e. sports drinks) are not allowable and were accessible in the vending machine. | For your response, please indicate who will be responsible for removing the noncompliant items from the vending machine. Additionally, please indicate who will be responsible for making sure that all beverages are checked for Smart Snack compliance and how they will document that moving forward. | |

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Org - Level Technical Assistance

| Area | Question | Comments |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 300 - Meal Counting and Claiming | 305 What are the SFA's meal counting and claiming policies and procedures for the following situations: | Negative balance policy states that an alternate meal will be provided to students who owe money. However, FSD indicated that they do not offer alternate meals and that students are provided with a full reimbursable meal. SA encouraged LEA to revise negative balance policy to reflect actual practices in the district. |
| 700 - Resource Management | | SA offered technical assistance in the following areas of procurement: In the SFA's written procurement plan the formal procurement method was incorrectly identified for two small purchases. • SA discussed requirement that when purchases are made using the micro-purchase method you must spread the wealth and purchase from more than one local store. • SA discussed with SFA the need for a log to document non-domestic produce and the reason for acceptance. • SA discussed documentation and document retention in the procurement process. |
| 1400 - Food Safety | 1400 a. Does the written food safety plan contain the required elements? | SA encouraged FSD to evaluate and update HACCP plan where needed. A current plan is in place and there is evidence that some SOPs have been added recently, but parts of the plan have not been updated recently. |
| 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? | SA encouraged SFA to conduct additional SFSP outreach and shared additional outreach materials with FSD. |

Site - Level Technical Assistance Gladbrook-Reinbeck High School (0172)

| Area | Question | Comments |
|--------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1400 - Food Safety | 1406 Is the most recent food safety inspection report posted in a publicly visible location? | Inspection report was posted in the kitchen. A copy was made and posted in a more publicly visible location within the lunchroom. |
| 1400 - Food Safety | 1408 Were the selected relevant temperature logs available for review? | There were no internal thermometers in refrigerator, milk cooler, or freezer. SA advised SFA to put internal thermometers in each location |

Org - Level Commendations

| Description |
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| PROCUREMENT: • The SFA has a written Procurement Plan that includes federal and local thresholds, identifies the estimated value and procurement method for each anticipated procurement event. • The Procurement Plan identifies the title of the individual(s) responsible for the selection, award, and administration of procurement contracts. • The SFA adopted the state-prototype written Code of Conduct policy. • The Code of Conduct policy identifies the policy number of the board-approved disciplinary process for employees who violate their job duties. • When using the micro-purchase method, each transaction with the vendor was below the local micro-purchase threshold of \$3,500. • The district is a member of a Group Purchasing Organization. • The food service did a good job utilizing USDA Foods Planned Assistance Level (PAL). |

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| CERTIFICATION AND BENEFIT ISSUANCE: • The 30 days of eligibility status is provided to all families who were eligible for benefits in the previous school year. • The approved letter of notification of eligibility is sent to all families who apply for benefits including those families who were denied benefits. • Applications are processed and benefits are administered within 10 operating days of the application being received. • Direct certification lists are downloaded in a timely manner and kept on file. All students in the household are extended benefits. • Income applications are well organized and complete with parent signatures, income information, names of all family members and social security numbers. • The correct income guidelines were used and the conversion rates were used properly. |
| CIVIL RIGHTS: • The correct public release was sent to a local media outlet and published. • The SFA provides forms in other languages as needed for Limited English Proficient households including income applications, verification information and the negative balance policy. • The SFA works closely with the school nurses, students and families to ensure that all students have their special dietary needs met. Diet modification forms are completed and on file for students with special dietary needs. • All staff in the school nutrition program received civil rights training and documentation is on file. • The "And Justice For All" poster is on display in all cafeterias. • The racial ethnic form was completed and shows that students were not discriminated against when applying for free or reduce price meals. • The SFA follows the USDA's complaint procedure as needed. |
| COMPETITIVE FOODS: • Nutrition calculator printouts are on file for all vending machine items sold. • All competitive foods sold during the on-site review meet the Smart Snack requirements. |
| FOOD SAFETY: The temperatures for hot foods are monitored and recorded on the food production records. • Temperatures are monitored and recorded for the refrigerators, freezers and milk coolers. The temperatures for the dishwasher are also monitored and recorded. • The SFA's HACCP plan is available at each site. • Good food safety practices were observed while SA was on-site. • Foods are stored properly. |
| MEAL COUNTING AND CLAIMING: • The point of service line for breakfast and lunch is organized and orderly which allows staff to ensure all students receive a reimbursable meal. • All students at the selected sites had a reimbursable meal at the breakfast, lunch and snack meals observed. • The edit check reports matched the claim. • The day of review meal counts were reasonable with the review period counts. |
| MEAL PATTERN AND NUTRITION QUALITY: • The menu offers a daily salad bar and hot vegetable options to provide many options to students. • The menu offers a variety of vegetables, fruits and entrees. • Signage is made available informing students of how the menu constitutes a reimbursable meal. • The breakfast menu provided during the review period met the daily and weekly meal pattern requirements for all grade groups. • The lunch menu met the daily and weekly meal pattern requirements for all menu components including all of the vegetable subgroups. • Food production records, CN labels, and standardized recipes were on file for all meals served during the review period. • Condiments are proportioned and limited to control calories and sodium. • The SFA purchases many low or reduced fat, low sodium products. • The SFA offers 2 different and approved types of milk to students. • The food service director completed the menu certification worksheets. • Foods found in storage met the Buy American provision. • Free, potable water is available for students during their meal times. |
| PROFESSIONAL STANDARDS: • Training hours are tracked for all staff with school nutrition responsibilities. • Civil rights training was provided to all staff with school nutrition program responsibilities. • Documentation is on file for all training received. • Full and part time school nutrition employees have received the required number of training hours for the school year. |
| RESOURCE MANAGEMENT: The SFA charges the correct paid student lunch price according to the required PLE tool and the correct adult lunch price. • The SFA has a negative balance policy to address negative student lunch accounts. • Expenses made during the review period were allowable. • Revenues received went directly into the school food service line item account and there are numerous checks and balances to ensure the process is followed. • Records are kept for 3 years plus the current year. |
| SCHOOL BREAKFAST PROGRAM AND SUMMER FOOD SERVICE PROGRAM OUTREACH: • Families are informed of the school breakfast program and the Summer Food Service Program through the district's website, social media and school announcements. |
| SCHOOL WELLNESS POLICY: -The wellness policy contains all of the required elements and has been updated in the past 3 years as required. • The wellness policy and assessment are made available to members of the public as they are both posted on the district's website. |
| VERIFICATION: • The verification report and process were completed on time during the previous school year and are on track to be completed on time for the current school year. • The correct information was collected from parents and eligibility status was determined correctly. • Families were notified of verification selection and the verification results with a letter that contained the correct information including information on their ability to appeal if they disagree with the results. • The applications selected for verification were confirmed and signed to show that the original eligibility status was determined correctly. |

Site - Level Commendations Gladbrook-Reinbeck High School (0172)

| Description |
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| Civil Rights: The And Justice for All civil rights poster was posted in the serving line. No discrimination was observed. |
| Meal Components and Quantities: • All meal components were available at the beginning of meal service on the day of observation and throughout meal service. • All meals observed met at least the minimum daily requirements. • The menus met weekly and daily meal pattern requirements for the grade groups. • CN labels and Manufacturer's Statements, as well as nutrition facts and ingredient labels used for producing meals were on file. • At least two types of milk are offered. Students had sufficient of time to eat after receiving meals. • Signage was posted explaining what constitutes a reimbursable meal at lunch. |
| Meal Counting and Claiming: The Point of Service is at the beginning of the line and students punch their unique number into a key pad. • Meal counts during the on-site review were reasonable when compared to the review month counts. • Meal count totals for the month of October were accurate and complete. • Point of Service counts and filed claims appear accurate. • Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. • End of line staff are trained and are aware of what constitutes a reimbursable meal. • Edit checks are performed. |

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Offer vs. Serve: Offer vs. Serve is being implemented properly. • All students observed selected 1/2 cup of fruit and/or vegetable. • Cafeteria staff have been trained on offer vs. serve. • There is signage explaining what constitutes a reimbursable meal including the requirement to select at least 1/2 cup of fruit or vegetable at breakfast and lunch.

Water: Free potable water is available to all students for lunch. Water is provided in a container along with cups.