

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**St Augustin School (17378107)**  
**Dates of Review: December 4 – 6, 2018**

**Program Year:** 2019  
**Month of Review:** October  
**Lead Reviewer:** Jean Easley  
**Org Representative(s):**

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	Two students found on E Look Up as Foster students would not lose eligibility due to adoption because eligibility is determined for entire school year. Note: It is accurate that adopted children do not automatically receive benefits like foster children. If adopted children are not found in E Look Up, an application must be completed to be determined by income.	For your response, enter the date eligibility was changed to free and accounts were refunded. State your understanding that eligibility is determined for the entire school year.	
200 - Verification	V-0200	VERIFICATION: a reduced application was selected for verification. The household did not submit acceptable documentation. A checking account transaction report is not an acceptable means of documentation. Additionally, the student was found to be "directly verified" by E Look Up, so student is Directly Certified and should have been determined to be Free.	For your response, enter the date student status was changed to free and account was refunded. State your understanding to double-check student names in E Look Up prior to verification. This is called "Direct Verification".	
1200 - Professional Standards	V-1200	PROFESSIONAL STANDARDS: SFA must have a mechanism to track training that includes: trainee name and title, key area (learning objectives), topic, participants, training time and completion date. Volunteer training must also be tracked.	For your response, submit the tracker tool set up to use for current school year, including six nutrition staff, including Authorized Representative. Also, describe training you provide to parent volunteers and how you will track their training.	
RMCR - Indirect Costs	V-RMCR	The Indirect Cost moved from Nutrition to General Fund must not exceed the federal reimbursement received.	State your understanding Indirect Costs charged to the Nutrition Fund must not be more than reimbursement received.	

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**Site - Level Findings: St Augustin School (8107)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Alternate entree standardized recipes for sandwiches and salads need to list meal pattern components to ensure daily and weekly minimums are met for Meat/Meat Alternate and Grain.	For your response, submit recipes showing how one serving credits towards the meal pattern.	
1100 - Smart Snacks in School	V-1100	1 Packaged Peanut Butter & Jelly is not Smart Snack compliant unless offered as part of a reimbursable meal. 2 Homemade Muffin did not have documentation it meets smart snack standards.	For your response, 1 describe your plan for your menu to offer packaged PBJ. 2 submit calculator printout for homemade muffin. If it is not compliant, describe your plan.	

**Org - Level Technical Assistance**

Area	Question	Comments
100 - Certification and Benefit Issuance	105 How long does the application's approval take from the date the SFA receives the application from the household?	FREE and REDUCED APPLICATIONS: reminder to document "Date Received" on applications to confirm applications are approved in required 10 days. Always check students on Free Lunch Letter to see if they are on E Look Up or "Directly Certified". Makes a difference in reporting.
700 - Resource Management		BUY AMERICAN EXCEPTION LOG: SFA is to keep a log reporting any nondomestic agriculture products purchased with CN dollars. The Exception 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.
700 - Resource Management	712 Were indirect costs* charged to the SFA's nonprofit school food service account?	INDIRECT COSTS reviewed for non-public SFA. Indirect Cost Guidance from USDA 2016: Appendix D: Typical Costs and their Classification as Direct or Indirect. In order to apply direct or indirect costs, it must first be an "allowable" cost. The chart shows what can be charged as a direct and/or indirect.

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800 - Civil Rights	803 What is the SFA's procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs?	Complaints regarding school nutrition discrimination are to be directed to USDA. The process and the form is found here: <a href="http://www.fns.usda.gov/civil-rights">http://www.fns.usda.gov/civil-rights</a>
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?	WELLNESS ASSESSMENT "CHECKLIST": Wellness Policy and Assessment are to be made available to the public. Recommend posting at same location as the Wellness Policy on Nutrition Page.

**Site - Level Technical Assistance St Augustin School (8107)**

Area	Question	Comments
300 - Meal Counting and Claiming - Lunch	323 a. Were there any days when the free, reduced price, or paid <i>lunch</i> counts exceeded the number of attendance adjusted eligible students?	EDIT CHECK REPORT: USDA regulations require SFA to complete an edit check prior to combining daily lunch counts for the monthly reimbursement claim. The purpose of an edit check is to identify errors in lunch counts and/or problems with meal counting and claiming procedures. Please refer to the monthly Edit Check Report when submitting the monthly claim. Additionally, the ATTENDANCE FACTOR should be adjusted on the Edit Check report. The State uses 95%.
400 - Meal Components and Quantities - Lunch	406 If the school is serving multiple menus and/or age/grade groups, is the meal service structured to comply with the required age/grade group meal pattern requirements?	"Additional Meat/Meat Alternate" such as Peanut Butter, Sun Butter, and Hummus is often offered as a vegetable accompaniment to supplement the weekly shortage for M/MA for the sandwich entree option addressing previous finding 3 years ago.
400 - Meal Components and Quantities - Lunch	409 Review production records and other supporting documentation.	FOOD PRODUCTION RECORDS: 1. Reference "Sandwich Recipe" instead of "turkey" "Cheese" "bread". Recipes must be complete and have components for crediting included. 2. Always list specifically what is offered for "extra protein" ie: Hummus or PB or Sun Butter. Hummus credits for .5 M/MA. 3. Specify what vegetables are offered instead of "Extra Vegetables".
800 - Civil Rights		DIET MODIFICATION FORM: There is an updated form. Please share with school nurse. Could this be posted on website? It is expected that FSD maintain completed modification forms for reimbursement documentation for modified meals.

**Org - Level Commendations**

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Description
Although Breakfast is not offered. A la carte items are available for students in the morning as a healthy “break” or “snack” if desired.
BENEFIT ISSUANCE: Completed applications are well organized. Copy of Notification Letter is maintained. E Look Up reports are maintained. Parents/Guardians can easily find application, instructions, income guidelines and waiver statement on school website.
CIVIL RIGHTS: CR poster posted in the cafeteria. Annual civil rights training was provided food service staff and documented. SFA submitted annual Public Release to local media and it is posted on webpage. Ethnic/racial information is collected and form completed. No discrimination observed. The correct state and federal non-discrimination statements are provided on menu and letters describing the program and posted in cafeteria.
MEAL COUNTING & CLAIMING: Meal counts during on-site review were reasonable when compared to review month counts. Point of Service counts and filed claims appear accurate. There is a POS for all students. No overt identification of students who receive benefits was observed. Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period.
PROCUREMENT: Director participated in state agency training. A Procurement Plan has been developed which includes federal and local thresholds. The SFA also has a written Code of Ethics/Conduct which includes conflicts of interest, accepting items of monetary value, disciplinary actions, and checks and balances. The SFA ensures that no vendors have been debarred or suspended by USDA. SFA is a member of AEA Group Purchasing Organization.
PROFESSIONAL STANDARDS: Nutrition staff have received required training and documentation is maintained.
RESOURCE MANAGEMENT: SFA utilized 99% of USDA allotment in SY18. FSD strives to minimize production with proper forecasting, lunch counts, batch cooking and referring to previous FPRs. Authorized Representative completes claims, reports, including the Financial Report, in a timely manner. A meal charge policy is in place and a written copy is provided in handbook to all households.
Web Page is impressive. Menu and a la carte items along with prices are posted on website. FSD has started an indoor garden with K - 2 grade. FSD has an annual theme; this year is Growing Healthy Habits w Mrs. Moore. The community can learn about the indoor garden by clicking on the photos to "watch our gardens grow!"
WELLNESS POLICY: SFA does an outstanding job of incorporating wellness policy goals and practices into the cafeteria. The lunchroom is referred to as the Nutrition Cafe and the Learning Laboratory! The Wellness Policy is posted on the nutrition page of school website. There is an assessment completed for meeting wellness goals.

**Site - Level Commendations St Augustin School (8107)**

Description
FOOD SAFETY: FSD and staff are ServSafe certified and attend annual training on safety. Kitchen is clean, well- organized. Temperatures are documented and maintained.
MEAL REQUIREMENTS & COMPONENTS: All meals observed met daily requirements. A variety of entrees, fruits, and vegetables are offered throughout the month for lunch—including many fresh fruits and vegetables. The SFA offers daily choices of fruits and vegetables. Water was available as required. Offer vs. Serve correctly implemented. 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.
SMART SNACKS: A la carte items offered all have documentation on file confirming they meet smart snack standards. Nutrition labels are posted on rings near a la carte so interested students and parents can review nutrition and product ingredients.