

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Martensdale-St Marys Community School District (41220000)
Dates of Review: 12/10/2018 – 12/13/2018

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

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
800 - Civil Rights	V-0800	Menus and website should be updated to include correct USDA Non Discrimination Statement.	For your response, 1) attach a menu with abbreviated non discrimination statement. 2) state your understanding to submit a public release to the local newspaper annually 3) How will you update website to include a link to complete non discrimination statement.	
1100 - Smart Snacks	V-1100	Beverages sold during the school day (Midnight the night before until 30 minutes after school) must meet nutrition standards required by the Healthy Hunger Free Kids Act also known as "Smart Snacks". The VENDING MACHINE for beverages is not compliant with Nutrition Standards in which a K - 12 school must follow guidelines for those youngest students with access to vending. VENDING NON COMPLIANCE IS A SECOND FINDING.	1) Please describe your plan for the beverage vending machine. 2) Who will be in charge of ensuring vending is in compliance for the School Food Authority? (All snack items need to be checked using the "Product Calculator" website "Alliance for a Healthier Generation" https://foodplanner.healthiergeneration.org/)	
1200 - Professional Standards	V-1200	Determining Official/Authorized Representative will need 4 hours documented training annually to be included on tracker. A mechanism or "tracker" is to be maintained annually including all those involved in any aspect of the school meal program.	Submit SFA revised training spreadsheet you will use. State your understanding Norovirus and Blood Borne Pathogens are counted as "additional" training and not counted towards annual hours. Annual staff training provided by FSD such as HACCP and Civil Rights may be counted and documented for training.	

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1600 - School Breakfast and SFSP Outreach	V-1600	Although SFA does not offer free Summer Food Service Meals, all SFAs are required to provide outreach letting families and students know about opportunities to eat free summer meals for those 18 and younger (despite eligibility).	Describe your plan for how you will inform families about the availability and location of free meals for students via the Summer Food Service Program. When will you provide this information?	
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	Nonprofit School Nutrition Fund exceeds 3 month average expenses. Excess money is to be spent on allowable costs or other income adjustments; one option is to not raise lunch prices next school year.	Describe your plan to draw down money in the Nutrition Fund.	
RMCR - Revenue From Nonprogram Foods	V-RMCR	Nonprogram foods are defined as any food sold during the school day which are not reimbursable. The Healthy Hunger Free Kids Act requires nonprogram foods raise revenue sufficient to cover costs of the food. The financial report on IowaCNP indicates SFA is not currently raising enough revenue from the sale of its nonprogram foods.	Describe your action plan to increase the non program revenue ratio, (or, you may complete a non program revenue tool showing compliance.)	

Site - Level Findings: Martensdale Elementary School (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		NUTRITION EQUIPMENT and REPAIR: equipment repair and preventive maintenance will not be listed on Procurement Plan as these expenses are to be paid by general funds. District

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		may use a unrestricted indirect cost rate to charge the nutrition account for recovery of funds.
700 - Resource Management		LOCAL MEAL CHARGE POLICY: The SFA has a meal charge policy. Policy must be provided in <u>writing</u> to all households annually via written form or electronic.
700 - Resource Management		PROCUREMENT: A Procurement Plan for school nutrition has been developed. Plan to review and update plan annually. 1. Debarment Certification Tab: Documentation is to be available to show SFA confirmed vendors are in good standing to do business with federal government. You must have a Debarment form on file for each vendor. 2. Continue efforts to organize and track documentation of procurement events, divided into areas of – micro purchases, small purchases and formal. 3. Refer to Small Purchase Template to include terms and conditions when preparing solicitation letter for Milk and/or Bread. Small Purchase solicitation documents should use the language of "price quotations" instead of "bid".
800 - Civil Rights	803 What is the SFA's procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs?	DISCRIMINATION-RELATED COMPLAINTS: Complaints regarding school nutrition discrimination are to be directed to USDA. The process and the form is found here: http://www.fns.usda.gov/civil-rights
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 POLICY and ASSESSMENT: Recommend posting Wellness Policy and most recent Assessment on district website to make available to the public. SFA Wellness Policy and Assessment is completed and presented to stakeholders, as required. Posting these on the website would promote the policy/assessment and help making it readily accessible to all. Reminder policy and assessment are to be reviewed and updated at least every three years.
1400 - Food Safety		HACCP PLAN: Aim to review/revise HACCP plan annually. Remove Standard Operating Procedures which do not apply. Temperature Logs in HACCP Plan do not match how temperatures are maintained in practice. Resources: Iowa State Extension, Institute for Child Nutrition and regional HACCP Boot Camps.

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1400 - Food Safety	1403 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?	BUY AMERICAN: SFA is to keep a Buy American Exception Log reporting any nondomestic agriculture products purchased 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.
RMCR - Nonprofit School Food Srvc Acct		EQUIPMENT PURCHASES: Any equipment purchase equal to or exceeding \$5,000 must receive State Agency (SA) approval prior to purchase. Look for state agency to provide a pre-approved nutrition equipment list.

Site - Level Technical Assistance Martensdale 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?	BREAKFAST: Fruit + Juice is always offered to meet the 1 cup fruit requirement. It is a local decision on whether or not to charge an a la carte price for second juice. "Additional Juice" is a la carte requires signage stating this. Additionally, when a second juice cannot be purchased due to a negative balance situation, you must inform the student they could "switch" to have a serving of fruit instead. New Iowa legislation HR2467 does not allow foods being taken off the tray. This issue of how a la carte is being handled is to be clarified. Breakfast Bars (or any a la carte) must include proper signage and best practice to keep separate from reimbursable items. Note: FSD/Cashier does a nice job of informing students verbally.
400 - Meal Components and Quantities - Lunch	402 Are the minimum daily quantity requirements met for the age/grade group being offered?	Previous review finding was short vegetables for K – 3 as result of not allowing fruit and veg bar for younger students. Day of Review met daily vegetable requirements for K - 3, however, it was recommended to be sure of offering 3/4 cup vegetable which is a challenge when lettuce is served with credits only half. Salsa provides an opportunity for an additional RO vegetable and 1/4 cup credits for 1/2 cup, ensuring you are not short offering required daily vegetable.

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400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	STANDARDIZED RECIPES: A standardized recipe is required for Ham, Turkey and/or Cheese Sandwiches to ensure standardization and confirming proper crediting towards meal pattern. Ham and Turkey do not credit ounce per ounce for Meat/Meat Alternate (M/MA). Food Service Director has researched Iowa Gold Star and Healthier Kansas recipes as possibilities to use and/or revise.
1400 - Food Safety	1405 a. In the comments section, list the dates of the two (2) most recent food safety inspections.	Reminder of USDA requirement of two annual inspections, or to show documentation of requesting second inspection. Consider requesting second inspection when inspector is on-site; obtain signature showing request.
Dietary Specifications Assessment Tool - Lunch	1 Are specifications considered when purchasing menu items and condiments to limit the following?	CONDIMENTS: Day of review it was observed ketchup was added (liberally) by para professionals after the point of service to chicken fajitas. It appeared unnecessary and high sodium condiment when salsa could be made available AND crediting towards RED/ORANGE vegetable. Para professionals and/or teachers in the lunchroom can be excellent advocates for encouraging salsa and fewer condiments when possible.

Org - Level Commendations

Description
BENEFIT ISSUANCE: Applications, Direct Certification, Verification documentation very well organized into a three ring binder. No errors found. All applications are determined correctly, dated, signed by household and SFA. I CAVES attached showing income calculation. Direct Certification lists are maintained as required. Verification documents are maintained. Letters showing SFA gave household 10 calendar days to request a hearing and benefits were changed within 10 operating days as required.
CIVIL RIGHTS: Annual training provided as required. CR poster in cafeteria. No discrimination observed. Complete Non Discrimination Statement on income application information.
DIET MODIFICATION: form is maintained and meals are accommodated.
MEAL COUNTING and CLAIMING: The month reviewed was November. Claims appear accurate. SFA uses Edit Check report from POS as part of claim procedure which was a corrective action at last review.
PROCUREMENT: The SFA has a written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for rewarding, reviewing, documenting and monitoring procurement events. Food Service Director and Authorized Representative have attended procurement

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training offered by state agency. 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 is a part of the AEA Purchasing Group - SW region - and has a signed agreement for (food, small wares and chemicals).

PROFESSIONAL STANDARDS: FSD, Nutrition Staff, Authorized Representative, Determining Official attend appropriate training in areas of nutrition, meal pattern, food safety, civil rights and/or administrative training as required.

RESOURCE MANAGEMENT: The nutrition fund has a positive balance. No fiscal action is applied as result of this review. FSD does an exceptional job managing labor and food. SY18 96.8% of USDA allotment used and SY19 73% is already utilized as of 12/18. A Meal Charge Policy is in place as required by USDA.

Site - Level Commendations Martensdale Elementary School (0409)

Description
FOOD SAFETY: The SFA has a district-wide written Food Safety plan. The latest Health Inspection Report was posted in a publicly visible location. Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, dishwasher, and thermometer calibration. Good food safety procedures were observed. FSD incorporates annual food safety training for staff.
MEAL COMPONENTS: Food Production Records are well organized and itemized for each age/grade group and for self service fruit and vegetable bar. CN labels, Product Formulation Statements are maintained on file. It is recognized that Food Service Director has worked hard to organize documentation necessary for meal pattern crediting.
MENUS and NUTRITION: A variety of entrees, fruits, and vegetables are offered throughout the month for lunch—including many fresh fruits and vegetables. A variety of milk is offered – included nonfat flavored milk. Menu for week of review includes homemade bread. Students had sufficient of time to eat after receiving meals. Signage was posted explaining what constitutes a reimbursable meal at both breakfast and lunch. A flavor station is set up so students can add a variety of salt free seasonings to veggies.
SMART SNACKS: Students are able to purchase foods via a la carte sales. Documentation was available to show that all a la carte sold to students during the meal service met Smart Snack and Healthy Kids Act standards. Exempt leftover National School Lunch Program entrees are only sold same day.