

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Tipton Comm School District (64080000)
January 8-9, 2019

Program Year: 2019
Month of Review: December
Lead Reviewer: Shea Cook
Org Representative(s): Shelly Mohr

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1200 - Professional Standards	V-1200	Individuals who work outside of the nutrition program and have responsibilities within the program are required to complete yearly Civil Rights training at minimum. There is no documentation that your district Hearing Official has completed the required yearly Civil Rights training.	Please submit documentation that demonstrates that your Hearing Official has completed the required Civil Rights training for Nutrition Programs. Additionally, please indicate who will be responsible for documenting that all individuals who work outside the program but have responsibilities within the program complete yearly Civil Rights training in the future.	There is no fiscal action for this review
1600 - School Breakfast and SFSP Outreach	V-1600	All organizations that accept federal funds to operate a Child Nutrition Program are required to conduct outreach for the Summer Food Service Program (SFSP). There is no documentation to indicate that outreach was conducted.	For your response please outline your plan for Summer Food Service Program outreach and identify the individual who will be responsible for confirming that outreach activities are conducted going forward.	

Site - Level Findings: Tipton Elementary School (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
300 - Meal Counting and Claiming	314 Is the SFA following their approved SFA-SA Agreement/application (including POS)?	Pre-K students are no longer at the middle school, yet they are still noted on the site application. Please edit the site application to reflect that Pre-K students are no longer at the Middle School location.
700 - Resource Management		Procurement: <i>Micro Purchase</i> SFA was given clarification on reasons for not "spreading the wealth" while conducting micro purchases.

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		<p>Repairs were included as a micro purchase. Repairs are not a direct allowable cost to Child Nutrition programs and should not be billed directly. Postage as also paid for directly out Child Nutrition funds and is not an allowable direct expense. Both repairs and postage are used to calculate the indirect cost rate and as such cannot be charged to the Child Nutrition account directly.</p> <p><i>Small Purchase</i> SFA given clarification on constitutes a small purchase.</p> <p><i>Formal Purchase</i> SFA was advised that vendors should be given ample time to respond to requests for pricing. Best practice is allowing vendors 6 weeks to respond to request for pricing.</p> <p>All formal requests for pricing must be publicly advertised. SFA was advised that going forward all formal RFPs must be advertised in the largest regional newspaper. Although the SFA was advertising on their website, that in insufficient to meet the requirement.</p> <p>A number of required statements were missing from the formal solicitations for pricing including the Buy American, Termination for Cause and Convenience, Equal Opportunity, Small Business, etc. The value of the contract can determine which statements must be included in the request. SA advised SFA to look at the state prototype contract for required statements.</p> <p>SFA was given clarification on line item and bottom line contracts.</p>
800 - Civil Rights	810 Review program materials.	USDA non-discrimination statement should be included on the district's nutrition website.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements?	SFA does have a HACCP plan with all of the required components in place, but the plan has not been updated recently. SA recommends that the HACCP plan be updated and it is the expectation that an updated plan will be in place by the next Administrative Review.

Site - Level Technical Assistance Tipton 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?	Signage that explains what components are required for a reimbursable breakfast must be posted daily. Additional breakfast signage is needed, including a posted menu explaining component contributions for a reimbursable breakfast.
1400 - Food Safety	1408 Were the selected relevant temperature logs available for review?	Although the SFA temps milk before and after meal service, SA recommends placing internal thermometer in milk cooler.

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Org - Level Commendations

Description
<p>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 complete with parent signatures, income information, names of all family members and social security numbers. • Denied applications were determined accurately. • The correct income guidelines were used and the conversion rates were used properly.</p>
<p>CIVIL RIGHTS: The correct public release was sent to a local media outlet and published. • 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. An approved milk alternate is made available for students with a dairy intolerance, schools are peanut aware and the SFA has a gluten free menu available. • All staff with responsibilities in the school nutrition program received civil rights training. 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.</p>
<p>COMPETITIVE FOODS: Nutrition calculator printouts are on file for all a la carte foods and beverages items sold. All competitive foods sold during the on-site review meet the Smart Snack requirements.</p>
<p>FOOD SAFETY: The temperatures for hot foods are monitored and recorded on the food production records. • Temperatures are monitored and recorded for the refrigerators and freezers. The temperatures for the dishwasher are also monitored and recorded. • The food safety inspection report is on display in a public location. • The food service director emailed the health inspector requesting a 2nd inspection. • The SFA's HACCP plan is available at each site. • The food service director is ServSafe certified. • Good food safety practices were observed while SA was on-site. • Foods are stored properly.</p>
<p>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 and lunch meals observed. • The edit check reports matched the claim. • The day of review meal counts were reasonable with the review period counts.</p>
<p>MEAL PATTERN AND NUTRITION QUALITY: The menu offers a daily variety of vegetables, fruits and entrees. • The cafeteria has many posters encouraging healthy foods and activity. • 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. • 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 3 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.</p>
<p>ON-SITE MONITORING: On-site monitoring forms have been completed for all sites in the district for lunch. • On-site monitoring forms have been completed for 50% of the breakfast sites.</p>
<p>PROCUREMENT: The SFA conducts contract management as staff ensures orders received are what was delivered and that prices match what was written on the bid. • All vendors have signed a debarment certification statement. • Micro purchases were conducted accurately as funds were spent evenly throughout the community. • Small purchases were made according to the SFA's local purchasing thresholds. • The SFA completed the off-site procurement questionnaire and the food service director attended the regional procurement training. • The SFA has a procurement plan that includes a signature page, debarment certification statement, code of conduct and purchasing methods that will be used based on local purchasing thresholds. • The SFA has complete written specifications and estimates annual usage when requesting pricing. This practice insures that SFA receives best pricing. • The district is a member of a Group Purchasing Organization which helps keep prices down. • A signed agreement with the Group Purchasing Organization for SY 2018-2019 is on file.</p>
<p>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. • Substitute employees received civil rights training and training applicable to their job responsibilities.</p>
<p>RESOURCE MANAGEMENT: The non-program food revenue adequately covers the cost of the non-program foods. • 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 in place to address negative student lunch accounts. • The school nutrition account does not exceed the required 3 month operating balance. • 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.</p>
<p>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. The district has a wellness page on their website, thus making it easier for the public to find all wellness documents in one location. • The general public is invited to participate in the wellness committee as meeting information is posted on the districts website. • The SFA has a school wellness plan that details the goals that are currently being implemented or will be implemented.</p>
<p>VERIFICATION: The verification report and process were completed on time. • 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.</p>

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Site - Level Commendations Tipton Elementary School (0409)

Description
<p>Food Safety: A copy of the written food safety plan was available on site. • The latest Health Inspection Report was posted in a publicly visible location. • Temperature logs are maintained for freezers, refrigerators and for the dishwasher. • Food temperatures are recorded on the daily food production record. • Digital thermometers are used. • Good food safety procedures were observed. • Opened food products were labeled and dated. • The kitchen and storage areas were orderly and clean. Food Service workers wore proper hair restraints and practiced good gloving procedures.</p>
<p>Meal Components and Quantities: Students have a large number of entrée selections to choose from daily. • 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.</p>
<p>Meal Counting and Claiming: The Point of Service is at the end of the line and students provide their unique number to the cashier in exchange for their meal. • Meal counts during the on-site review were reasonable when compared to the review month counts. • Meal count totals for the month of December 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. • Cashiers are trained and appeared aware of what constitutes a reimbursable meal. • Edit checks are performed.</p>
<p>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 lunch.</p>