

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
West Delaware County Comm School District (69500000)
January 15-16, 2019

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

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
700 - Resource Management	V-0700	SFA foodservice account exceeds three month operating balance. This finding was noted as a technical assistance during the last Administrative Review three years ago and remains unresolved.	In your corrective action response, please indicate your intentions to formulate a comprehensive spend-down plan. Please indicate when this spend-down plan will be sent to the state agency for approval.	
RMCR - Revenue From Nonprogram Foods	V-RMCR	The nonprogram food revenue tool included in the financial report online in IowaCNP indicates that requirements are not met, and the SFA has not completed USDA's nonprogram food revenue tool.	Please complete the nonprogram food revenue tool based on SY17-18 information and attach at this corrective action. The SFA was directed to resources available on IowaCNP and on the Bureau website to assist them in completing this activity.	

Site - Level Findings: Lambert Elementary School (0427)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	109 Who at the SFA receives the direct certification documents from the state or local agency and who is responsible for issuing and updating the benefit list?	Clarified that students who are enrolled in headstart programs (regardless of whether school is the sponsor) are eligible for benefits.
700 - Resource Management	702 Did the SFA transfer funds other than approved indirect costs out of the food service account to support general school district expenses or non-food service-related activities?	We discussed how to implement an indirect cost pool, and allowable vs unallowable foodservice costs. Gave the SFA resources/decision tree about identifying indirect costs.
700 - Resource Management	709 With the exception of milk, did the SFA sell Smart Snacks*, second entrees, and/or catering?	Explained that 'smart snacks' means any food and beverage items sold to students during the food day, whether through vending machines, school stores, as a la carte on the line, etc.
RMCR - Revenue From Nonprogram Foods	2 For each of the categories selected, what process(es) did the SFA use to ensure that all funds received from the sale of nonprogram foods were deposited into the SFA's	We discussed the kindergarten afternoon milk break accounting. Currently, all parents are required to pay an amount during registration to cover their

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	nonprofit school food service account?	student taking milk each day of the school year regardless if the child drinks milk each day. The discussion involved how foodservice is accurately paid for all the milk that is taken from the milk cooler, and whether student accounts could be used for accurate payments.
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Site - Level Technical Assistance Lambert Elementary School (0427)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	400 a. Were all required meal components available on every reimbursable meal service line to all participating students prior to the beginning of meal service?	Discussed the alternate brown bag meal, and the fact that it is not an 'offer versus serve' situation, so students must take all components of a reimbursable breakfast (which includes a full cup of fruit/juice/vegetable and milk) if they participate in breakfast with a brown bag meal.
400 - Meal Components and Quantities - Lunch	401 Did all meals observed and counted for reimbursement for the day of review contain all of the required meal components?	We talked about alternate entrees, when planned over a week's time, needing to meet minimum meat and grain ounce equivalents in the same way that the other entrée must, for the grade group served.
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	During the review of the test week meals, we looked at label and other information supporting grain/bread servings, and FSD is encouraged to be sure that documentation is correct and consistent. The review week minimum servings ended up being correct, but there were several items that were not correctly calculated.
Dietary Specifications Assessment Tool - Lunch	5 Are non-creditable cheese products offered as part of a reimbursable meal? (Non-creditable cheese includes: cheese sauce without a CN label or product formulation statement, cheese product, imitation cheese and powdered cheese).	A canned cheese sauce is used in reimbursable meals with pretzels. While not part of the review week information, documentation of this item was discussed as well as menu use. FSD indicated that it is used when the CN labeled cheese sauce runs out. The FSD was encouraged to be sure that CN labeling or PFS information is available for this item.

Org - Level Commendations

Description
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. Income was only converted to annual when there was more than one frequency of income. Rollover eligibility determinations were removed if the household did not apply within thirty days of the school year.
Benefit documents, as well as all paperwork, were very well organized. The current application form and guidelines were used, 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. The correct and current benefit issuance list was available.
Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of November were accurate and complete. Point of Service, POS, counts and filed claims appear accurate.
The correct number of applications were verified and were correctly selected according to verification process that was followed. All income sources were verified with at least one month's income, and the process was completed on time. The application(s) selected for verification were confirmed prior to verification. The SFA had at least one person attend training.
The district has a current wellness policy on file. There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity. The wellness policy and the most recent assessment of the policy are available to the public.
The district has taken reasonable steps to ensure that students with special dietary needs are adequately accommodated and that proper documentation is on file.

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The Food Service Director, FSD, does a superior job of menu planning and offering choices. The numerous choices increases participation and provides opportunities for each child to find meal components for lunch that they will eat. Nutrikids software program is utilized to plan meals at each grade level, and provides a double-check on meeting the meal planning requirements.

The SFA effectively utilizes its USDA entitlement for commodities.

The SFA has a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for awarding, reviewing, documenting and monitoring procurement events, and specifications were well-written and comprehensive.

Site - Level Commendations Lambert Elementary School (0427)

Description
All students selected a reimbursable meal without having a prompt to select a ½ cup of fruit or vegetable as one of the three required components at lunch, and all selected or were served at least 1/2 cup of fruit/juice at breakfast.
Food service staff was polite and respectful to students, other staff, and each other. They were positive, happy and eager to visit with the students, and displayed pride in the important work that they are completing each day.
Menus included many homemade entrees and baked goods, and standardized recipes are used for all food production. Nutrikids software system is regularly updated to include the actual recipes used for production.
The SFA has a district-wide written Food Safety plan that includes all required elements. The plan is updated frequently. A copy of the written plan was available at the site(s) reviewed, and Standard Operating Procedures, SOPs, have been implemented in each kitchen. The latest Health Inspection Report was posted in a publicly visible location. There were no critical areas noted on the report. Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, and dishwasher sanitation.
The staff training agendas and other documentation covered many important topics and shows a commitment to ensure food program compliance. Professional Standards tracking is very complete and thorough.