

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Murray Comm School District (45720000)
February 4-6, 2019**

Program Year: 2019
Month of Review: January
Lead Reviewer: Shea Cook
Org Representative(s): Liz Justice, Megan Reed

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1000 - Local School Wellness Policy	V-1000	Under the final rule of the Healthy, Hunger-Free Kids school districts are required to conduct a triennial assessment of local wellness policy implementation. There is no documentation to demonstrate that an assessment has been completed. In addition, results of the triennial assessments must be made available to the public.	For your response please submit a timeline for completing an assessment of the local wellness policy and how you will make the information available to the public once it is complete. It is the expectation that a wellness assessment and corresponding documentation will be on file and available to the public by the start of the 19/20 school year.	
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	Nonprofit school food service account has a balance above the allowed three months of operational expenses.	Please describe your plan for spending your excess account balance so that your nonprofit school food service account is in compliance.	
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 an updated nonprogram revenue tool. If the tool indicates that additional nonprogram revenue is needed please describe your plan to increase nonprogram revenue.	

Site - Level Findings: MURRAY ELEMENTARY (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

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Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		<p>Technical Assistance for Procurement was given in the following areas:</p> <p>Small Purchase:</p> <ul style="list-style-type: none"> · Guidance was given on writing more specific product specifications in price request documents including but not limited to size, nutritional information, delivery expectations, etc. · SFA was advised that vendors should be given a minimum of 4 weeks to respond to a request for pricing. SA encouraged SFA to exercise best practice of at least 6 weeks response time. · A number of required statements were absent from the price request documents including Buy American, debarment statement, termination for cause and convenience, equal opportunity, small business, etc. · SFA should document that they included estimated annual usage in request for pricing in order to get best pricing. · The milk bid was incorrectly identified as a formal procurement instead of a small purchase. <p>Formal Purchase:</p> <ul style="list-style-type: none"> · SFA does exercise contract management by price checking invoices. SFA was encouraged to continue price checks and to include a variety of food and non-food items from the bid in those checks.
1200 - Professional Standards	1209 Did the employees that work outside of the school nutrition program whose responsibilities include duties related to the operation of the school nutrition program receive training applicable to their duties related to the program?	SFA has required some non-nutrition staff that have duties related to the nutrition program to complete annual civil rights training. SA reminded SFA that both the hearing and confirming officials should also complete yearly civil rights training specific to child nutrition and that completion should be documented on an annual basis.
1200 - Professional Standards	1216 Validate the SFA's response to Question 1206 on the Off-site Assessment Tool, if applicable.	SA provided clarification on what amount of annual training required by the school district in areas not specifically focused on nutrition (e.g. CPR, blood borne pathogens, etc.) could be counted towards the required yearly training hours for nutrition program professional standards. In addition clarification was given about number of hours from attendance at foods shows could be counted towards yearly professional standards requirements.
RMCR - Indirect Costs	8 Confirm that the nonprofit school food service account was not charged directly for expenses that were included in the indirect cost pool (double dipping). Did such charges occur?	SA offered technical assistance on allowable direct and indirect costs, including maintenance charges.

Site - Level Technical Assistance MURRAY ELEMENTARY (0409)

Area	Question	Comments
1400 - Food Safety	1411 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?	SA provided technical assistance on keeping a log of any nondomestic agricultural products received.

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Org - Level Commendations

Description
There is no fiscal action for this review.
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. • 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 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. • The “And Justice For All” poster is on display in the cafeteria. • 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 a la carte food 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 food safety inspection report is on display in a public location. • The food service director requests 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.
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.
MEAL PATTERN AND NUTRITION QUALITY: • The menu offers a 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 fruit, grain, meat/meat alternate, and milk, dark green, red/orange, other and starchy 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 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.
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 names and 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 purchase prices were reasonable. • The district is a member of a Group Purchasing Organization. • A signed agreement with the Group Purchasing Organization for SY 2018-2019 is on file. • The signed agreement states that the school district agrees to procure food and non-food supplies through the Group’s awarded Prime Vendor as well as vendors awarded the ware wash and small ware contracts. • The district has maintained a file for all procurement-related information including the compact discs with RFPs for Prime Vendor, ware wash, and small wares and vendor responses received since joining the GPO. • The food service did an excellent job utilizing USDA Foods Planned Assistance Level (PAL). • The SFA conducts contract management as staff ensures orders received are what was delivered and that prices match what was written on the bid. • The SFA completed the off-site procurement questionnaire and the food service director attended the regional procurement training.
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. • Substitute employees received civil rights training and training applicable to their job responsibilities. • Non-food service employees received civil rights training and training based on the school nutrition program responsibilities. • The SFA hired a new FSD on or before 07/01/2015 and she met the hiring standards.
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. • Expenses made during the review period were allowable.
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.

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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 is available to members of the public as it is posted on the district's website. • The general public is invited to participate in the wellness committee.

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 application selected for verification was confirmed and signed to show that the original eligibility status was determined correctly.

Site - Level Commendations MURRAY ELEMENTARY (0409)

Description
Civil Rights: • The And Justice for All civil rights poster was posted in the serving line. • No discrimination was observed.
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. • 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.
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. • 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 January 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.
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.