

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Cecilia School (02258104)
Week of Review: 2/4/2019 & 2/8/2019

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

Site - Level Findings: St Cecilia School (8104)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	1) Grain served on December 3 did not meet the daily minimum. 1/4 cup rice credits for .5 grain according to the Grain Chart. 2) Vegetable served on December 5 did not meet daily minimum of 3/4 cup when 1/2 cup celery served and was only vegetable. 3) Food Production Records show 2% milk was served which is not allowable; some records are found to be incomplete for required information such as total quantity prepared.	For your response 1) describe how each of the menus could have been corrected to meet daily requirements. 2) upload two production records revised to include all required information.	
1300 - Water	V-1300	Free potable water is not available to all students for lunch.	Describe your plan for ensuring water is available to students during lunch service.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
800 - Civil Rights	V-0800	Written Menu does not include the USDA Non Discrimination Statement.	For your response, submit your menu for March showing the non-discrimination statement; the abbreviated statement is acceptable.	
1200 - Professional Standards	V-1200	Nutrition Director requires 12 hours training annually; not all training listed may be counted towards nutrition standards. A mechanism must be used to track professional standards training such as the Iowa excel tool shared during review.	For your response, submit 1) a training plan for nutrition director for remainder of the school year; include HACCP and meal pattern training. 2) submit training tracker with Director, Full Time Staff, and Part Time Staff added and training completed so far this year.	

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Cecilia School (02258104)
Week of Review: 2/4/2019 & 2/8/2019

1400 - Food Safety	V-1400	HACCP plan has not been updated and does not contain all required elements for a school nutrition safety plan.	For your response, submit a timeline of when the revision of the food safety plan will occur.	
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	On the report "Account Inquiry" for SY18, food purchases from Nutrition and Church are not separated. For example, on 2/6/2018, the description of Hot Lunch and Priest Food was purchased at Fareway North for the following amounts: \$50.34, \$29.70, \$14.85, \$70.24 \$35.69. These are not allowable costs; transaction report must clearly show nutrition purchases are separate from church.	Describe your plan to change how reports will be changed showing clear separation between the Nutrition Program and Church.	
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	Nutrition Account has a negative year-end balance.	Describe two action plans for improving the negative nutrition year-end balance.	

Org - Level Technical Assistance

Area	Question	Comments
200 - Verification	211 Does the SFA's verification notification letter include all required information?	VERIFICATION: Because the Principal is also the Hearing Official; the letter going to households for verification should not be signed by the Principal. The Hearing Official is not to be involved in the determination process. Remember to include the date on letter going to households.
700 - Resource Management		All expenses must be reasonable, necessary, allocable and otherwise compliant with 2 CFR 200 Subpart E. SFA must maintain records that adequately identify the source and use of funds for school lunch activities.
700 - Resource Management		PROCUREMENT: 1. Plan to review and update written plan annually. 2. Organize procurement information; maintain a Debarment form for each vendor. Track documentation of procurement events, divided into areas of – micro purchases, small purchases and formal. 3. Study your produce purchases often made at local grocery; consider a small purchase method by comparing prices of items you plan to purchase at the beginning of school year. Maintain price comparison to justify one grocery. 4. BUY AMERICAN EXCEPTION LOG: SFA is to keep a log reporting any non-domestic agriculture products purchased with CN dollars. The 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.

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Cecilia School (02258104)
Week of Review: 2/4/2019 & 2/8/2019

800 - Civil Rights		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	1002 When and how does the review and update of the Local School Wellness Policy occur?	WELLNESS POLICY: Local wellness policy needs to be updated to reflect local school practices. For example, there 3 pages on Competitive Foods/Smart Snacks/a la carte and yet your school does not offer a la carte or beverages as detailed in your policy. The requirement is at the local level to revise and update policy and assessment at least every three years, at a minimum.
RMCR - Revenue From Nonprogram Foods	11 After assessing its compliance with the nonprogram foods revenue/cost ratio, an SFA that sells a limited number of nonprogram foods with an identifiable per-serving cost (i.e. milk) may find that it must still add funds to its nonprofit school food service account despite selling its nonprogram foods at prices that cover its full costs. State agencies may review these SFAs to determine if the compliance assessment does not fully represent the SFA's pricing practices for nonprogram foods and if it does not, the SA may instead base compliance on whether or not the SFA is recovering more than the per-serving food cost of these nonprogram food items (See Q&A #3 in FNS Policy Memo 20-2016).	According to the financial report SFA completed in IowaCNP, the % of revenue received for nonprogram food sales does not equal or exceed the % of money spent on nonprogram food. As a very small school SFA who does not sell a la carte with the exception of milk; and the only non-program foods sold are meals to adults, therefore it is important to charge enough to cover cost of item, plus labor, for adult meals and milk.

Site - Level Technical Assistance St Cecilia School (8104)

Area	Question	Comments
1400 - Food Safety		SERVSAFE CERTIFICATION: Strongly encourage Director to obtain certification. Although assistant cook is certified, the current food code requires the "Person in charge" to be certified. Having both of you certified, for when either are absent. The requirement is the certified individual has supervisory or management responsibility in leading or guiding others to prepare or handle food correctly.
1400 - Food Safety		Develop a food safety checklist for training 5th Graders who assist with serving fruit and vegetables and share in dishwashing duties.

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Cecilia School (02258104)
Week of Review: 2/4/2019 & 2/8/2019

Dietary Specifications Assessment Tool - Lunch	25 Larger portions and/or bonus items and/or seconds are offered (offering portion sizes that are inconsistent with the planned menu). Entrées sold a la carte are exempt.	Consider selling extra entrees a la carte. At this time, some leftovers are provided "free" to some students. Extras are counted towards your planned calories, contributes to food cost, and may not be fair as all students are not allowed to receive extras.
--	--	--

Org - Level Commendations

Description
BENEFIT ISSUANCE: documents were found to be well-organized. Applications were correctly determined, signed and dated by the household member and the SFA, were complete with SSNs and case numbers. Benefits provided correctly to directly certified students. E Look Up records are maintained. Verification was completed accurately and report submitted as required.
MEAL COUNTING and CLAIMS: appear accurate for review month of December. There is a point of service where each student enters an identification number. Nutrition Director is at the end of the line ensuring each student has a reimbursable meal. School is "Serve" therefore all trays must include full portions of all components. All meals observed during the day of the review were reimbursable.
OUTREACH is provided to households about locations for free summer meals provided by Ames CSD to students 18 years old or younger.
PROCUREMENT: a written Procurement Plan has been developed. Food Service Director, Authorized Representative and Principal have attended regional training. SFA is a member of AEA Purchasing and has a signed agreement for (food, small wares and chemicals).
RESOURCE MANAGEMENT: FSD utilizes 100% of "Paid Assistance Level" of USDA foods.
WELLNESS POLICY and PROGRESS REPORT: a local wellness policy is in place, a progress report has been completed and both are made available to the public under "parent resources" on the website.

Site - Level Commendations St Cecilia School (8104)

Description
CIVIL RIGHTS: Poster in the cafeteria. Annual training was provided to all involved in food service staff and documented. The annual Public Release to the local media. Students with special dietary needs are correctly documented and accommodated. Ethnic/racial information is collected and form completed. No discrimination was observed. The correct state and federal non-discrimination statements are included.
ENVIRONMENT: Nutrition staff and all school staff are observed to be encouraging to students during lunch. Students are observed to have enough time to eat. All meals observed were reimbursable.
FOOD SAFETY: Kitchen is clean and well organized. Temperatures are documented for food prepared and served daily, as well as refrigerators, freezer, milk cooler. Assistant Cook is ServSafe Certified. Proper food handling is observed.
NUTRITION DOCUMENTATION: Director maintains required meal pattern documentation for all meals served. Standard recipes are used. Food Production Records are completed as required. Production records confirm there was enough food prepared for all students during focus week of review.