

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Calamus-Wheatland Comm School District (09180000)**  
**February 5, 2019**

**Program Year:** 2019  
**Month of Review:** December 2018  
**Lead Reviewer:** Sandra Fiegen  
**Org Representative(s):**

**Org - Level Findings**

<b>Area</b>	<b>Findings ID</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>	<b>Corrective Action Response</b>
100 - Certification and Benefit Issuance	V-0100	Of the 168 eligibility determinations made, one application for two children did not contain the required SSN, and one application was not approved within 10 days of receiving it. Also, several applications were determined using the incorrect income conversions (converted income to annual instead of approving the application based on the frequency supplied by applicant). The missing SSN was obtained the next day so no further CA required on the item.	All persons who complete the eligibility determination must complete annual training. Please reply with your plan for completing the training each year.	
700 - Resource Management	V-0700	Equipment repairs were funded directly from the foodservice account.	Equipment repairs are an approved expense that must be paid from an indirect cost, because the indirect cost rate assigned by the State Department of Education includes equipment repairs in the calculation. In your corrective action response, please indicate your plans to correctly establish an indirect cost pool and pay approved costs through indirect costs.	
700 - Resource Management	V-0700	Snack items sold to elementary students as part of an afternoon snack break have not been documented as approvable (no compliance calculator readouts maintained).	In your corrective action response, please list all items that will be sold as snacks to the elementary students, and indicate where the compliance calculations will be maintained.	
800 - Civil Rights	V-0800	The correct USDA nondiscrimination statement is not being used on all program materials as required.	In the Civil Rights training materials is information on how to correctly use the correct statement on all program materials. In your corrective action response, please indicate what items, including all types of public information, will include the correct statement, and what statement(s) will be used.	
800 - Civil Rights	V-0800	No correct diet modification forms were on file for students requesting accommodations. All students who request diet modifications must submit a statement signed by a licensed medical authority. The form that must be used is attached to this finding.	In your corrective action response, please indicate how you will ensure that all diet modification forms are on file for students requesting a modification, and where the forms will be maintained. Resources for using the form and for correctly supplying a diet modification are located at <a href="https://educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-">https://educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-</a>	

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			<a href="https://educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition">tools-nutrition/civil-rights-training</a> and <a href="https://educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition">https://educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition</a> .	
1000 - Local School Wellness Policy	V-1000	Local wellness policy goals have not been assessed and assessment has not been shared with school community.	In your corrective action response, please indicate the steps you will take to complete an assessment of the goals in your wellness policy. Please include the following: Who will be involved in doing the assessment, When it will be completed, and Where or How it will be shared with the entire school community.	
1200 - Professional Standards	V-1200	Annual training tracking tool was not attached to the review attachments or completely filled out when onsite review was conducted.	Please attach the training tracking tool (one tool for the entire district), completed with hours received by all persons in the district so far this school year (July 1, 2018 forward). Also, in the comment section below, indicate when additional hours will be earned and the topics for each person who has not yet completed enough hours.	
1400 - Food Safety	V-1400	The district-wide HACCP plan does not contain all information as shown in the sample plan in the Guidance, which is available in the food service director's office.	As discussed in the onsite review, the Guidance includes a sample HACCP plan. The district must have a full and complete HACCP plan that is tailored to the operations of the district. In your corrective action response, please attach the Index that will be the beginning pages of your HACCP plan, indicate when you will be able to assure that a full HACCP plan has been implemented in the district, and indicate where the full plan will be filed.	
RMCR - Revenue From Nonprogram Foods	V-RMCR	Annually, the Nonprogram Revenue Tool must be completed, or the Financial Report in IowaCNP must indicate that adequate revenue is received from the sale of nonprogram foods.	Resources were given to business official and are also available at <a href="https://educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition">https://educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition</a> to learn more about the nonprogram revenue tool completion. In your corrective action response, please indicate who will be planning to complete this work each year, and also please attach the completed Nonprogram revenue tool (form is attached in this corrective action). Additional resources on the Financial Report that is found in IowaCNP are available in download forms, and the business official is highly encouraged to use the resources to learn about the financial report.	

**Site - Level Findings: Calamus-Wheatland Sec Attendance Center (0109)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

**Org - Level Technical Assistance**

Area	Question	Comments

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200 - Verification	209 Based on the review of verified applications:	Not all documentation was maintained with the verification activity. Several pay stubs were missing. When doing verification, you are encouraged to complete the summary page on ICAVES (last tab) to indicate dates of information, calculation that was completed, and decision made, and notification made.
700 - Resource Management	705 Did the SFA have internal control procedures in place to ensure that only allowable costs were charged to the nonprofit school food service account?	Several resources explaining direct and indirect costs as well as allowable vs unallowable costs were left with the Business Officer during the review. Additionally, micro, small and formal procurement procedures were reviewed with the secretary, business officer and food service director. Several items of documentation under each procurement method indicated procedures were not maintained or implemented correctly, and procurement training is necessary to build understanding of the process. Even though a procurement plan was attached in the review information, all persons responsible for establishing and monitoring procurement activities are not knowledgeable about their duties. Also, the food service director is encouraged to obtain a personal computer that is not a macintosh based system so that she has the ability to access various tools and forms available for her use. This is an allowable foodservice equipment expense.
800 - Civil Rights	806 a. When was the SFA's most recent civil rights training for staff who interact with program applicants or participants (e.g., cafeteria staff, determining officials) and their supervisors?	All staff including administrative staff who interact with students concerning meals, must receive annual civil rights training.
1000 - Local School Wellness Policy	1001 How does the public know about the Local School Wellness Policy?	Highly encourage creating a nutrition services webpage, which would include posting the Local Wellness Policy and Assessment of Goals, procedures to apply for eligibility, instructions in how to pay for meals, the negative balance policy and the menus for breakfast and lunch at each building.
1100 - Smart Snacks	1100 What are the SFA's food sale policies?	Highly encourage pricing a la carte food offered at breakfast so that choosing a full meal is a better financial decision, encouraging students to choose a full meal. Currently, a student can choose an entrée plus a juice for 30 cents less than a full meal. Also, move the signage, the milk and fruit/juice options nearer to the entrée items so that students can see it all in the same place. Very few students entered the 'entrance' door, so didn't even go near the sign or the other items.
1600 - School Breakfast and SFSP Outreach	1600 Did the SFA inform families of the availability of the School Breakfast Program prior to, or at the beginning of, the school year and provide reminders about the availability of the School Breakfast Program throughout the school year?	No Breakfast Program outreach planned or conducted throughout the year. School district is required to remind families of the availability of the program.

**Site - Level Technical Assistance Calamus-Wheatland Sec Attendance Center (0109)**

Area	Question	Comments
300 - Meal Counting and Claiming - Breakfast	321 a. Are total meal counts, by category, for the review period reasonable compared to meal counts for the day of review?	encouraged pricing a la carte items differently to encourage full meals to be taken.
400 - Meal Components and Quantities - Lunch	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?	We discussed the optional chef salad entrée available and the grain options that are part of that entrée. Relying on crackers and croutons for the grain serving are not realistic, and you are encouraged to plan other grain options.

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400 - Meal Components and Quantities - Lunch	406 If the school is serving multiple menus and/or age/grade groups, is the meal service structured to comply with the required age/grade group meal pattern requirements?	Encouraged offering other types of alternate entrees. Also discussed using a meal planning template each week to ensure that the meat and grain minimums are met and that all subgroups are met.
Dietary Specifications Assessment Tool - Lunch	6 Reduced-fat, low fat, fat-free mayonnaise, sour cream, and/or salad dressings are offered instead of full-fat varieties.	Encouraged limiting the amount of salad dressing that is available to students. Currently students can take as much as they want with a free-pour pitcher, and students take a large quantity. Limiting the amount taken can mean providing portion controlled packs or a pump system that takes more effort to get the dressing out, thus limiting the amount.

**Org - Level Commendations**

Description
Annual civil rights training was provided food service staff and documented.
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 December were accurate and complete.
Rollover eligibility determinations were removed if the household did not apply within thirty days of the school year.
SFA on-site monitoring was completed to ensure that all schools are meeting program requirements.
The correct number of applications were verified and were correctly selected from error prone applications.
The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months.

**Site - Level Commendations Calamus-Wheatland Sec Attendance Center (0109)**

Description
All meal components were available at the beginning of meal service on the days of observation and throughout meal service.
Menus met weekly and daily meal pattern requirements for each age/grade group within the district and within each building. Documentation indicated that foods purchased and food production ensured meals contained the required components and quantities. CN labels and Manufacturer's Statements, as well as nutrition facts and ingredient labels used for producing meals were on file.
Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, dishwasher, and thermometer calibration.
Water was available as required in the meal service area and during breakfast and lunch.