

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Central Decatur Comm School District (10930000)
February 19-21, 2019

Program Year: 2019
Month of Review: January
Lead Reviewer: Shea Cook
Org Representative(s): Joy Evertsen

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	One application was incorrectly determined as free when it should have been reduced.	For your response please submit a copy of the letter notifying the family of decrease in benefits. Additionally, please provide the date when benefits were changed.	
800 - Civil Rights	V-0800	The complete USDA Non-discrimination Statement is not included on the district's nutrition website.	For your response please provide the web site address where the policy has been posted.	
1000 - Local School Wellness Policy	V-1000	The Healthy, Hunger-Free Kids Act of 2010 requires LEAs to develop a local school wellness policy and conduct a triennial assessment of compliance. The triennial policy assessments must be made available to the public. Although assessments were completed, there were not publicly available.	Please describe your plan for how you will make the wellness policy assessments accessible to the public.	

Site - Level Findings: Central Decatur Jr-Sr High School (0172)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Lunch	V-0300	At the point of service (POS) there must be a formal transaction for the student to receive a meal. Often times that transaction is a unique student id number punched into a key pad or given to POS operator, a lunch ticket scan, etc. While each student at the observed school does have a unique id number, it was not always used. While it is nice to see that staff operating the POS has such a warm and positive relationship with the students, all students must stop at the POS and give the operator their id number to receive a meal. The students have learned that the POS operator knows their id number and many times there is no formal transaction. Additionally because the POS operator knows the students and seems to have their numbers memorized, operator was observed punching in id numbers	For your response please describe your plan for making sure that there is a formal transaction for all students as they pass through the POS.	

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Central Decatur Comm School District (10930000)
February 19-21, 2019

		while students were still 4 to 5 feet away in the serving line. In this situation there is no way that trays can be checked for a reimbursable meal and extra entrees on a student's tray cannot be seen and appropriately charged. While many students did say they had an extra entree as they walked by and said hello, this practice creates significant risk of missing entree charges.		
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Site - Level Findings: North Elementary School (0427)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1900 - Fresh Fruit and Vegetable Program (FFVP)	V-1900	All schools that participate in the Fresh Fruit and Vegetable Program (FFVP) are required to widely publicize within the school the availability of free fresh fruits and vegetables. No FFVP promotion activities were conducted during the current school year.	Please describe you plan to publicize the school's participation in the Fresh Fruit & Vegetable Program this school year and submit documentation of this promotion activity.	

Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		SFA has a meal charge policy in place, but it does not accurately reflect the practices in the cafeteria. The policy states that students with a negative balance will be served an alternate meal and alternate meals are not offered. SA suggests a revision of the policy to reflect the actual practices of the SFA. It is the expectation that an updated policy will be in place by the start of the 2019-2020 school year.
1000 - Local School Wellness Policy	1005 <i>Provide a copy of the most recent assessment on the implementation of the local school wellness policy.</i>	While there are assessments for both North and South Elementary buildings, there is no evidence that an assessment has been completed for the Middle/High School. It is the expectation that assessments for all buildings will have been completed and will be available at the next AR.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements?	SA encourages SFA to continue working on updating the HACCP plan. It is evident that updates have been included in the written plan, but none of the updates are dated. SFA should be sure to include the dates that policies and SOPs are updated.

Site - Level Technical Assistance Central Decatur Jr-Sr High School (0172)

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?	While there is breakfast signage, it is difficult to see. SA recommends moving it for better visibility.
1400 - Food Safety	1406 Is the most recent food safety inspection report posted in a publicly visible location?	While visible from the service line, inspection report was posted in the kitchen and not posted in a public location. Report was moved while on-site and no follow up is needed.

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Central Decatur Comm School District (10930000)
February 19-21, 2019

1400 - Food Safety	1409 Were on-site (or Off-site, if observed) storage violations observed?	SA provided SFA guidance on requesting waivers for sharing tables that include temperature controlled foods.
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 TA on keeping a log to document any non-domestic produce received.

Site - Level Technical Assistance North Elementary School (0427)

Area	Question	Comments
1700 - Afterschool Snack	1704 a. Are snacks being properly counted and claimed?	SA suggested that SFA use the template daily snack count for area eligible schools form to count the number of daily snacks at each site. Current hand written count sheets are confusing and increase chances that an error in claiming will occur.
1700 - Afterschool Snack	1706 Review production records for a minimum of 5 days from the review period.	Production records are incomplete. Records must include both components and accurately reflect the number or items prepared and served.
1700 - Afterschool Snack	1707 a. Has the program been monitored within the first 4 weeks of operation each year?	Email confirms that on site monitoring was complete within the first 4 weeks of program operation, but on-site monitoring form was not completed. Make sure to complete afterschool snack on -site monitoring form and keep documentation on file with afterschool snack records.
1900 - Fresh Fruit and Vegetable Program (FFVP)	1901 Did the cost documentation provided support the school's FFVP claim for reimbursement?	Documentation of administrative labor must be completed via either a time study or use of a time sheet/time log. FSD currently documents administrative labor on her calendar. Recommend logging administrative labor on a time log, similar to that used by operational staff.
Infant and Pre-K Meal Pattern Checklist - Breakfast	4 Does all the cereal served to Pre-K meet the Pre-K meal requirements (no more than 6 grams of sugar per dry ounce)?	SA provided information and resources on CACP meal pattern and provided clarification on the requirements for Pre-K students who are not co-mingled for meal service.

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. • Benefit documents, as well as all paperwork, were very well organized. • Eligibility is kept confidential. • The SFA has a back-up system for benefit issuance documents and system.</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, including all non-food service staff and substitutes. 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>

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Central Decatur Comm School District (10930000)
February 19-21, 2019

<p>COMPETITIVE FOODS: Nutrition calculator printouts are on file for all a la carte foods and beverages and vending machine items sold. • All competitive foods sold during the on-site review meet the Smart Snack requirements. • Leftover entrée items are sold the next day as an a la carte item.</p>
<p>FFVP: A wide variety of both fresh fruits and vegetables are offered as part of the program, meeting the goal to expand the variety of fruits and vegetables that children experience. Good sanitation practices are in place. Nice integration of nutrition education with the FFVP snack service. Great partnership noted this year with the High School food & nutrition students and the preschool classrooms - having high school students present nutrition education information to preschool children on the benefits of the dark green, red, and orange vegetables in conjunction with their FFVP snack of cherry tomatoes and kale.</p>
<p>FISCAL ACTION: Fiscal action for this review is less than the allowed UDA disregard for both NSLP and SPB so no claim adjustments are needed.</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, 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 emailed the health inspector requesting a 2nd inspection. • The SFA's HACCP plan is available at each site. • The food service director, manager, and many food service staff are ServSafe certified. • Good food safety practices were observed while SA was on-site. • Foods are stored properly.</p>
<p>MEAL PATTERN AND NUTRITION QUALITY: The menu offers a daily salad bar and hot vegetable options to provide many options to students. • The menu offers a variety of vegetables, fruits and entrees. • The cafeteria has 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 4 different and approved types of milk to students. • The food service director completed the menu certification worksheets. • Free, potable water is available for students during their meal times. • FSD goes above and beyond the requirements by purchasing a variety of fresh fruits and vegetables from local vendors to incorporate into the menu.</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 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 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 food service did an excellent job utilizing USDA Foods Planned Assistance Level (PAL) during SY18/19.</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. • Non-food service employees received civil rights training and training based on the school nutrition program 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 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.</p>
<p>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.</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 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 as meeting information is posted on the districts website, community newsletter and social media sites.</p>
<p>VERIFICATION: The verification report and process were completed. • 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>

Site - Level Commendations Central Decatur Jr-Sr High School (0172)

Description
<p>Civil Rights: The And Justice for All civil rights poster was posted in the serving line. • No discrimination was observed.</p>
<p>Food Safety: A copy of the written food safety plan was available on site. • Temperature logs are maintained for all coolers-including milk coolers, freezers, refrigerators and for the dishwasher. • Food temperatures are recorded on the daily food production record. • 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. • Staff are ServSafe certified.</p>

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Bureau of Nutrition and Health Services
State Review Summary Report
Central Decatur Comm School District (10930000)
February 19-21, 2019

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.

Meal Counting and Claiming: The Point of Service is at the end of the line.. • 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.

Site - Level Commendations North Elementary School (0427)

Description

Afterschool Snack Program: The food items served during the observed snack met the requirements. • The food production records reviewed show that the snack requirements were met during the review period. • The SFA conducted on-site monitoring of all sites that provide the afterschool care snack program. • The "And Justice For All" poster is on display where snacks are served. • The snack count was taken at the point of service and is reasonable when compared to the review period count. Rosters are on file for snacks claimed during the review period and the snacks counted match the claim.