

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Collins-Maxwell Community School District (13500000)
Dates of Review: 2/25/2019 – 2/28/2019

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

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
200 - Verification	V-0200	The application selected for verification was not confirmed first. This is a repeat finding. Technical assistance provided on Confirmation Reviews: Prior to any other verification activity, a confirming official, other than the official who made the initial determination, must review each approved application selected for verification to ensure the initial determination was accurate. The confirming official then signs and dates the application(s).	For your response, state your understanding the applications selected for verification must first be reviewed, signed and dated or "confirmed" prior to sending letter to a household. Additionally, please state who will be the confirming official moving forward.	
700 - Resource Management	V-0700	Local Meal Charge Policy; The SFA does not have a local meal charge policy which includes a statement that students who qualify for free meals shall never be denied a reimbursable meal. The written local policy is to be distributed to households annually - acceptable as a letter to households, email or included in student handbook.	For your response, describe 1) what date will your procedure be written as a policy? 2) How will it be distributed in writing at the start of each school year?	
1000 - Local School Wellness Policy	V-1000	No review of local wellness policy goals has been completed.	At least every 3 years, the goals of the local wellness policy must be assessed and report provided to school community. Sample wellness policies, a progress report template & other resources can be found on IDOE School Wellness website . For your response describe 1) How will stakeholders to be made aware of their ability to participate with wellness committee? 2) Planned date of next meeting 3) Planned date for completion of assessment 4) where the assessment or "progress report" will be posted or how it will be provided to community.	

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1200 - Professional Standards	V-1200	Authorized Representative is required to have 4 hours annual training documented. A mechanism for tracking training must be maintained.	For your response, 1) describe 4 hours of training the Authorized Representative will obtain by the end of the school year. 2) Attach the training tracker to be used annually to track nutrition training, on the tracker include all names who require training and number of hours required.	
1400 - Food Safety	V-1400	The written Hazard Analysis Critical Control Points (HACCP) food safety plan has not been updated in the past 3 years and does not contain all of the required information. The plan must contain the process approach for menu items and standard operating procedures (SOP) including, but not limited to, personal hygiene, facility and equipment, flow of food, consumer communications, employee orientation, training and HACCP training.	Describe your plan to update your HACCP plan and share two new or revised Standard Operating Procedures to be added.	

Site - Level Findings: Collins-Maxwell Elementary School (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	On January 10, one clementine or "cutie" was offered as the fruit choice for breakfast. According to the Food Buying Guide, one clementine credits for 3/8 cup fruit, which is less than the 1/2 cup fruit when a student selected this as their only fruit item.	For your response, describe how clementines will be offered on the menu moving forward.	
1400 - Food Safety	V-1400	Improper storage of food less than 6 inches off the floor. Boxes on floor of freezer partially due to having many days of school cancelled resulting in extra food on hand.	Describe your plan to have pallets built so boxes are not stored on the floor.	

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Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		A Procurement Plan for school nutrition has been developed. Plan to review and update plan annually. 1) Debarment: Documentation is to be available to show SFA confirmed vendors are in good standing to do business with federal government. You must have a Debarment form on file for each vendor. 2) Continue efforts to organize and track documentation of procurement events, divided into areas of – micro purchases, small purchases and formal. 3) Bread and Milk "Bids" may be a Small Purchase instead of Formal as the amount is under the local threshold. Solicitation documents should use the language of "price quotations" if this is the case. Bids must be awarded to the responsive and responsible vendor that provides the lowest price. 4) Buy American requires SFAs to purchase domestically grown and processed foods to the fullest extent practicable.
700 - Resource Management		Bids must be awarded to the responsive and responsible vendor that provides the lowest price.
700 - Resource Management		Reviewed nutrition-related repairs are now to be covered by the general fund and may be recovered by the "indirect cost" method. .
700 - Resource Management		Develop a system for monitoring invoices and tracking credits. Someone should be spot checking prices on invoices against bid prices at least monthly.
700 - Resource Management		Consider participating with Diverted Foods as part of your PAL for USDA Foods entitlement. A benefit is a savings of freezer space because you receive these deliveries along with prime vendor weekly deliveries minimizing large USDA Foods DD deliveries.
800 - Civil Rights	803 What is the SFA's procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs?	USDA Civil Rights: Specific to school nutrition civil rights complaints - here is the process to be used:

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		https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer
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Site - Level Technical Assistance Collins-Maxwell Elementary School (0409)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	409 Review production records and other supporting documentation.	Technical Assistance given to improve information listed on Food Production Records. Always include planned as well as actual servings, be specific "romaine" instead of "lettuce" for vegetable subgroup crediting, always include Total Quantity Prepared - Specify # of pounds or volume. Refer to FPR Checklist. Utilize FPR training webcasts for staff training to help delegate this task to others in department.

Org - Level Commendations

Description
BENEFIT ISSUANCE: Benefit documents are well organized. No errors found; all applications reviewed were correctly determined, signed and dated by the household member and the SFA, were complete with Social Security Numbers. Access to benefit information is correctly limited eligibility is kept confidential. The SFA has a back-up system for benefit issuance documents and system.
CIVIL RIGHTS: The civil rights poster is posted in the cafeteria. Civil rights training was provided food service staff annually as required. Annual Public Release is provided to local media. Students with special dietary needs are correctly documented and accommodated. Ethnic/racial information is collected and the form is completed. No discrimination observed. The correct state and federal non-discrimination statements are provided on all material describing the program including letters, pamphlets, and the school's website.
MENU PLANNING and NUTRITION: Director does an exceptional job of menu planning. All menus met weekly and daily meal pattern requirements for K - 5 elementary site reviewed. Documentation indicated that foods purchased and food production ensured meals contained the required components and quantities. CN labels and Manufacturer's Statements were on file. Director works well with staff for enhancing nutrition programs for community.
No fiscal action is to be applied as result of the review.
OUTREACH: School Breakfast and Summer Food Service Program Outreach is conducted as required. A does a really nice job of planning creative school breakfast outreach and special events. Summer Food Service Program (SFSP) outreach is provided to households as summer meals are offered as part of summer classes.
PROCUREMENT: Director attended regional procurement training offered by state agency. SFA is part of the AEA Purchasing Group for the SE region. A signed agreement with the Group Purchasing Organization for SY 2018 - 19 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.
REPORTING and CLAIMS: Reports are filed on time and all records are maintained for at least three years plus the current year.
RESOURCE MANAGEMENT: Nutrition program maintains a positive balance and net cash resources do not exceed three operating months. FSD utilized greater than 100% of USDA entitlement (Paid Assistance Level or PAL) for commodities last school year. All expenditures reviewed appeared allowable.

Site - Level Commendations Collins-Maxwell Elementary School (0409)

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Description
ENVIRONMENT: Students had sufficient of time to eat after receiving meals. Signage was posted explaining what constitutes a reimbursable meal at both breakfast and lunch. Students select fruit and vegetables and are observed to eat what they select. A variety of fresh fruit and vegetables are offered throughout the month for lunch. Menus include many homemade entrees, and standardized recipes are used for food production. Water was available as required. Three types of milk are offered.
FOOD SAFETY: Daily temperature logs for the dishwasher, coolers, and food are maintained. There was a written HACCP plan with SOPs. Annual training is provided to staff. Good food safety procedures were observed. The latest health inspection report was publicly posted.
MEAL COUNTING and CLAIMS: Meal counts during the on-site review were reasonable when compared to the review month counts. Point of Service (POS), counts and filed claims appear accurate. Infinite Campus is POS system. There is a POS for all students. Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation.
Staff are observed to be well-trained, knowledgeable of school nutrition requirements, demonstrate safe food handling practices and are positive and encouraging to all student customers. Many adults are observed to eat meals.