

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Pleasant Valley Comm School District (52500000)
March 26-28, 2019

Program Year: 2019
Month of Review: February
Lead Reviewer: Shea Cook
Org Representative(s): Andrea Mahler

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1200 - Professional Standards	V-1200	SFAs must have a system in place to track yearly training hours. Training logs should include employees name, position (director, manager, full time staff, part time staff, etc.), title of training, training topic, date of training, and number of creditable training hours.	For your response, please attach a completed tracking tool that includes all professional development hours for all staff for the current 18/19SY.	
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	SFA's net cash resources exceed its 3 month operating expenses.	For your response please provide a detailed plan for bringing your account balance into compliance.	

Site - Level Findings: Black Hawk Junior High School (0209)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Site - Level Findings: Bridgeview Elementary School (0403)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		Technical Assistance for Procurement was given in the following areas: Micro Purchases:

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Pleasant Valley Comm School District (52500000)
March 26-28, 2019

		<ul style="list-style-type: none">• No technical assistance required in this area. SFA is following all requirements. <p>Small Purchases:</p> <ul style="list-style-type: none">• 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. Refer to Three Bids and a Buy template document for required terms and conditions by contract dollar amounts.• It is best practice to include the school calendar when requesting pricing from vendors to ensure deliveries are not made during holidays, snow days, etc.• Food service director or designated individual should check deliveries to ensure Buy American provisions are met. A log should be maintained when a non-domestic agricultural commodity is accepted.• Pricing for chemicals is currently on a request with additional services. Only one response was received. SA suggest a separate stand-alone request for pricing for chemicals to get a better response rate. Additionally, when requesting pricing SFA should include product specifications outlining exactly what is needed. Request for pricing documents reviewed only include the statement "please attach chemical pricing."• Two of the small purchases did not have sufficient documentation to explain the procurement event. All documentation of vendor contact and pricing requests should be maintained.• Milk pricing is based on economic escalator. Documentation of monthly price adjustment should be kept on file to verify invoice pricing. <p>Formal Purchases:</p> <ul style="list-style-type: none">• All vendor responses should be evaluated and scored independently. Responses cannot be evaluated as a team. Each member of the team must independently evaluate each vendor on individual score sheets.• Spreadsheet sent to vendors for response should include a product description and estimated usage only. Purchasing group entered brand names and pack sizes, making it difficult for vendors to respond and making it difficult to see that vendor's choice products could be used instead.
--	--	---

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Pleasant Valley Comm School District (52500000)
March 26-28, 2019

		<ul style="list-style-type: none"> RFP p. 14 Section 3.1 Requirements - Material change is listed at 25 percent. This is too high. FNS recommends limiting additional costs to 5-10% of the estimated value of the contract.
1600 - School Breakfast and SFSP Outreach	1601 How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?	SA encourages SFA to conduct additional SFSP outreach. Free outreach materials can be found at http://bestpractices.nokidhungry.org/programs/summer-meals/promote-summer-meals#summer-meals-outreach-resource-toolkit .
RMCR - Nonprofit School Food Srvc Acct		SA strongly encourages that the district adopt a negative balance policy as a board policy. Board policy is best practice according to the USDA and currently the policy is a nutrition department policy only. In addition, with the passage of Iowa HF2467 all negative balance policies should be evaluated to include language and incorporate requirements from the legislation.

Site - Level Technical Assistance Black Hawk Junior High School (0209)

Area	Question	Comments
300 - Meal Counting and Claiming - Breakfast		SA strongly encourages additional supervision in the cafeteria at breakfast time. For more than 15 minutes during breakfast service there was no adult supervision in a lunchroom with upwards of 100 students present. The one nutrition staff member serving breakfast in the kitchen is not responsible for or able to supervise the cafeteria while serving breakfast. This presents a safety issue for all students; if a student were choking there is no adult there to recognize it.
400 - Meal Components and Quantities - Breakfast	404 a. Is there signage explaining what constitutes a reimbursable breakfast to students for all applicable grade groups?	SA recommends additional signage explaining what constitutes a reimbursable meal at breakfast.
400 - Meal Components and Quantities - Lunch	401 Did all meals observed and counted for reimbursement for the day of review contain all of the required meal components?	The SFA serves pre-packaged salads. While the salad does include M/M/A and vegetable components, the grain component is not included in the package and grain items are instead placed above the salads on top of the cooler. SA suggested that the minimum serving of grain should be packaged with the salad or moved to a more visible location and better signage should be used to explain to students what and how much of the grain items can be taken.
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?	Non-domestic produce was observed in storage. SA provided guidance on keeping a log to document any non-domestic produce received. Log should include date, description of item, and reason for its acceptance.

Site - Level Technical Assistance Bridgeview Elementary School (0403)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	404 a. Is there signage explaining what constitutes a reimbursable lunch to students for all applicable grade groups?	Large, fresh strawberries were available to students on the fruit and vegetable bar. While most students took more than enough strawberries to equal a half cup serving, some students only took two to three strawberries making serving size questionable. SA encouraged SFA to include signage explaining how many individual pieces of fruit students should take to equal a half cup serving.

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Pleasant Valley Comm School District (52500000)
March 26-28, 2019

Org - Level Commendations

Description
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.
CIVIL RIGHTS: • The correct public release was sent to a local media outlet and published. • The SFA provides forms in other languages as needed for Limited English Proficient households including income applications, verification information and the negative balance policy. • 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. • 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.
COMPETITIVE FOODS: • Nutrition calculator printouts are on file for all a la carte foods and beverages sold. • All competitive foods sold during the on-site review meet the Smart Snack requirements.
FISCAL ACTION: There is no fiscal action required for this review.
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 SFA’s HACCP plan is available at each site. • The food service director, head cooks at each site and many food service staff are 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 daily salad bar and hot vegetable options to provide many options to students. • The menu offers a variety of vegetables, fruits and entrees. • 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. • Free, potable water is available for students during their meal times.
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.
PROCUREMENT: • Micro purchases were conducted accurately as funds were spent evenly throughout the community. • Small purchases were made according to the SFA’s local purchasing thresholds. • The SFA completed the off-site procurement questionnaire and the food service director attended the regional procurement training. • The SFA has a procurement plan that includes a signature page, debarment certification statement, code of conduct and purchasing methods that will be used based on local purchasing thresholds. • 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).
PROFESSIONAL STANDARDS: • Civil rights training was provided to all staff with school nutrition program responsibilities. • Documentation was on file for completion of professional standards hours for director and manager. • FSD conducts yearly back to school training in areas of food safety, OVS, and civil rights. • Non-food service employees received civil rights training and training based on the school nutrition program responsibilities.
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. • 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.
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.

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Pleasant Valley Comm School District (52500000)
March 26-28, 2019

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 and assessment are made available to members of the public as they are both posted on the district's website. The nutrition department has a wellness link on their website, thus making it easier for the public to find the assessment. • The general public is invited to participate in the wellness committee as meeting.

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

Site - Level Commendations Black Hawk Junior High School (0209)

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. • 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. • Digital thermometers are used. • 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. • Most staff are ServSafe certified.
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 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 February 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.
Water: Free potable water is available to all students for lunch and breakfast.

Site - Level Commendations Bridgeview Elementary School (0403)

Description
Civil Rights: The And Justice for All civil rights poster was posted in the serving line. • No discrimination was observed.
Food Safety: The latest Health Inspection Report was posted in a publicly visible location. • 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. • Digital thermometers are used. • Good food safety procedures were observed. • 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.
Meal Components and Quantities: Students have a selection between a main entrée and an alternate entrée at lunch. • 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 group. • 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. Students tell the cashier their name and cashier scans their unique bar code into the POS. • 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. • 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.

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Pleasant Valley Comm School District (52500000)
March 26-28, 2019

Water: Free potable water is available to all students for lunch.