

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Matthew School (10538109)
March 25-26, 2019

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

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming	V-0300	Students help to serve meals each day. Regardless of their eligibility status, none are charged for their meal on the day that they help. Thus, a full-pay student receives the benefit of a free meal, and the free eligible student works for no benefit.	When students are compensated for working with a meal, the 'payment' is not equitable for all eligibility types. Students should be treated the same, and should either pay for and be counted for their meals as though they were not working or receive a different compensation for working that is not tied to receiving food. In your corrective action response, please indicate your plans for modifying how student helpers are compensated.	
700 - Resource Management	V-0700	SFA is holding more than 3 month's operating expenses in their assets on hand.	No more than three month's operating expenses can be on hand in the foodservice account. In your corrective action plan, please attach the initial plan of spending down assets to a level below three months. Please send this plan to the Administrative Consultant in the Department of Education for her approval.	
1000 - Local School Wellness Policy	V-1000	The assessment of the goals of the local wellness policy have not been shared to the school community.	Please provide your plans for sharing the assessment of the local wellness policy goals. Indicate how you will share the information and when.	
1200 - Professional Standards	V-1200	Parent volunteers must also receive training that corresponds to the duties they have, and according to the amount of volunteering that they are scheduled for.	In your corrective action response, please indicate how parent volunteers will be trained and how the training will be tracked. Please include the topics that they will be trained on.	
1400 - Food Safety	V-1400	Standard Operating Procedures are on hand, but other elements of a food safety plan are not available.	The USDA guidance is attached to this corrective action. Using the sample plan included starting around page 54, develop an index of your food safety plan and attach to this corrective action. In the comment area, please indicate how you will work on the full HACCP plan and have it available for the upcoming school year.	

Site - Level Findings: St Matthew School (8109)

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400 - Meal Components and Quantities - Lunch	V-0400	An alternate meal of peanut butter jelly uncrustable plus yogurt plus fruit/vegetable/milk of the day is offered each day. This alternate entrée does not meet the minimum grain requirements over the week.	Please indicate the alternate entrée option you will include for each day, and how you will ensure that when planning meals, that all weekly component minimums are met.	
400 - Meal Components and Quantities - Lunch	V-0400	No recipes are in use for any food items prepared.	Recipes are more than a collection of ingredients, and are required to be used to document food safe practices, full directions on preparation, full list of ingredients and amount of ingredients used, and component contributions for a serving of the item. In your corrective action, please complete or find recipes that will be used in your kitchen for all food items in breakfast and lunch meals for one full week in April. Recipes for canned or frozen fruit and vegetables that are 'heat and serve' do not need to be attached. A template of a standardized recipe is attached to this corrective action.	

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	112 Does the benefit issuance system identify how eligibility was determined?	School foodservice director is highly encouraged to receive training and information on operation of the point of service system and use/creation of reports in the system.
700 - Resource Management	700 Did the SFA have the ability to accurately track all revenues and expenditures for the nonprofit school food service separately from all other transactions?	The SFA has begun completing the IowaCNP financial report but is not completed yet. Please contact the Administrative Consultant to assist in completing the report and make plans for completing this report annually.
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?	During the onsite administrative review, several resources explaining allowable/unallowable costs and indirect costs were shared with the food service director.
700 - Resource Management	706 Did the SFA use the USDA Paid Lunch Equity Tool or a comparable mechanism to evaluate its need to raise its paid lunch prices?	The SFA is highly encouraged to consider not raising the paid meal price according to the PLE waiver requirements.
800 - Civil Rights	800 What is the non-discrimination statement that is used for appropriate Program materials?	The nondiscrimination statement is located at https://educateiowa.gov/pk-12/nutrition-programs , and the media release is in the download forms section. The medical statement for accommodating students is also located in download forms, and the FSD is encouraged to contact each family via email to ask whether the school foodservice can feed them (currently all students who require special diets bring their own food). The process for accepting complaints about discrimination in meal programs is located on the Civil Rights poster, and the annual training must point out how to help a participant make a complaint.
1400 - Food Safety	1402 The number of agricultural food components to review will be determined based on the SFA storage facility practices used.	When food items that are not US produced are received, a log must be maintained. A log is attached to review attachments that you can use, and will be added to Download forms with slight modifications.

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RMCR - Indirect Costs	5 Were school food service accounts charged indirect costs consistently across the SFA?	SFA attempted to charge indirect costs but did not define costs correctly as indirect nor apply the indirect rate to the cost base. Resources and information were left with SFA regarding setting up an indirect cost pool and applying costs consistently.
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Site - Level Technical Assistance St Matthew School (8109)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	409 Review production records and other supporting documentation.	Ensure that the alternate lunch and breakfast meals are fully identified on the printed menu (be sure that yogurt is noted on breakfast menu also).

Org - Level Commendations

Description
All meal components were available at the beginning of meal service on the days of observation and throughout meal service. All meals observed met at least the minimum daily requirements. Breakfast and Lunch menus met daily meal pattern requirements for the K-5 grade group in the 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.
All students selected a reimbursable meal without having a prompt to select a ½ cup of fruit or vegetable as one of the three required components.
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. All applications were correctly determined, signed and dated by the household member and the SFA, were complete with SSN's and case numbers, and all applications were determined within ten days. Income was only converted to annual when there was more than one frequency of income. Rollover eligibility determinations were removed if the household did not apply within thirty days of the school year.
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.
Money is not transferred out of the foodservice account to support other programs. The SFA effectively utilizes its USDA entitlement for commodities. The contract between the early childhood center and school is monitored and payments for meals are made to the school foodservice on a timely basis.
Offer vs. Serve, OVS, was correctly implemented. Students have the option to decline any one or two of the five components offered at lunch, and four items at breakfast. At least two types of milk are offered. Free water is offered at both breakfast and lunch meal times.
Signage was posted explaining what constitutes a reimbursable meal. A colorful monthly menu for breakfast and a separate one for lunch are also posted.
The And Justice for All civil rights poster was posted in the cafeteria.
The correct number of applications were verified and were correctly selected from error prone applications. All income sources were verified with at least one month's income, and the process was completed on time.
The food service staff were positive, happy and eager to visit with the students, and displayed pride in the important work that they are completing each day.
The latest Health Inspection Report was posted in a publicly visible location. The SFA completed appropriate corrections in conjunction with the followup visit.
The wellness policy assessment has been completed.
Tracking was provided that documents that the director received the required 12 hours of annual training, and all other staff are on-track to complete minimum required hours by the end of the year. Plans for training for volunteers was discussed and will be tracked.

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Site - Level Commendations St Matthew School (8109)

Description
please see the organization level commendations.