

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Foundation 2 Youth Shelter (10538615)
April 2-3, 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	A cashier is a person who counts the participants as they receive a reimbursable meal regardless if there is 'money' involved. Each staffperson who does his task must be trained on how to do it correctly prior to doing.	Staffpersons, especially the weekend staff, are not trained to complete the required tasks to document a reimbursable breakfast or lunch was received daily. In your corrective action response, please indicate when each person will receive training, how it will happen, and where it will be documented.	
700 - Resource Management	V-0700	Procurement plan is not completed.	Using the resources available in Download Forms in IowaCNP and left with the SFA, complete the procurement plan for the upcoming fiscal year and attach to this corrective action. Additional resources on procurement are available at https://educateiowa.gov/pk-12/nutrition-programs/procurement .	
1200 - Professional Standards	V-1200	Incorrect year training tracking (FY 16) was included in review information, and discussion onsite at time of review indicated that all employees have not received or are on track to receive the training required.	Professional Standards requirements are not met. The annual (July 1-June 30) training required for the person indicated as the Foodservice Director is 12 hours. Any person working full time (as identified under your definition of full time) in foodservice must receive 6 annual hours of training, and any person working part time in foodservice must receive 4 hours. Other persons who have occasional duties in foodservice operations must receive annual training on the duties that they complete. (An example of this would be the business officer who completes financial reports, they would need training on financial aspects, no specific number of hours but the training needs to be documented). For more information on Professional Standards and resources on training, go to https://educateiowa.gov/pk-12/nutrition-programs/professional-standards-school-nutrition . This website and linked pages also include training tracking tools you can use.	

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			<p>For your corrective action response, please attach the current fiscal year tracking tool that is fully completed to date for persons who have received training and also a plan, identified by individual staff person, for completing the required training prior to June 30. Include the topics, amount of time that each topic's training will take, and month that the training will be completed for each person. Use either the USDA or the Iowa tracker tool. Include all administrative personnel on the same tool.</p>	
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Site - Level Findings: Foundation 2 Youth Shelter (8615)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	The three week menu attached in review attachments does not meet the meal pattern requirements for grains and vegetables for lunch. It also is not accurate with regard to prompts on the left side of the menu.	Please attach the correct 3 week lunch menu in the review attachments. Before attaching, please indicate the serving sizes for each food item each day, note the 'other' vegetable subgroup, correct the other information in the guidance on the far left side of the template, and consider planning more variety.	
1400 - Food Safety	V-1400	No HACCP/Food safety plan is in place.	Since 2006, HACCP plans have been required for all sponsors of the NSLP. The guidance for developing a HACCP plan is attached in the review attachments. In your corrective action response, please attach the following parts of a full plan (these 5 attachments are not your full plan): 1) a description of your foodservice operations 2)The name of each SOP to be included in the full plan 3) A plan for annual food safety training for each staffperson who works in the kitchen (an outline of what is trained) 4) A list of the monitoring logs that you will include in the plan and will maintain each day 5) An index of the overall plan (see the sample plan that starts on Page 55 of the guidance)	

Org - Level Technical Assistance

Area	Question	Comments
300 - Meal Counting and Claiming	306 What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment?	The SFA is encouraged to file the daily meal count worksheet that is maintained by the site with the claim information to be used in double checking the count that is entered on the monthly claim for reimbursement.
600 - Dietary Specifications and Nutrition Analysis	600 Based on the results of the Meal Compliance Risk Assessment tool, what site has been selected for the targeted menu review?	Encourage applying for a grade group waiver. Additional resources on how to do this were sent to the SFA in a separate email.

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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 business official and consultant discussed ways to code the expenses so that a separate report can be generated. Currently, expenses for the reimbursable breakfast and lunch food, supplies and labor are tracked, and exceed the reimbursement and commodity revenue received.
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?	The RCCI is encouraged to continue to work on tracking mechanisms and to continue to learn about USDA fiscal accountability requirements.
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?	The SFA is encouraged to network with other RCCI's in the county and state to look at perceived NSLP and SBP administration and operational challenges, and to discuss best practices that they can implement to document and manage the child nutrition programs that they administer.

Site - Level Technical Assistance Foundation 2 Youth Shelter (8615)

Area	Question	Comments
600 - Dietary Specifications and Nutrient Analysis	603 Were any areas identified during the Off-site review requiring technical assistance or corrective action prior to the beginning of the On-site portion of the review?	We discussed the required documentation for meal planning compliance. Regardless of whether a child nutrition sponsor is a school or RCCI, requirements are the same: sponsors must maintain a dated menu that includes all food items served as part of a reimbursable breakfast or lunch, documentation that shows the meal planning requirements are met (The template that you use shows this when the serving sizes are added to it. It also shows the menu at the top and MUST be dated if this is to be the official menu maintained in your files), and documentation that proves that food items actually count toward the component planned. The latter might be a combination of several items: a Child Nutrition label, recipe, ingredient statement, nutrition facts statement, or product formulation statement. There must be proof of compliance in recordkeeping. Also, food production records must be maintained for every breakfast or lunch served and these daily dated records must match the menu and other documentation. Identifying items as the 'final' and 'official' record, maintaining them for three years plus the current year, and calling them the right thing is also essential to clear understanding between the SA and the sponsor.
1400 - Food Safety	1407 Was the SFA's written food safety plan implemented?	At the time of the onsite visit, residents were allowed/required to walk into and through the kitchen to place their dirty dishes into the sink area. You are encouraged to limit the number of persons who access the kitchen each day. A cart could be placed outside the service area, within the cafeteria area, for residents to place their dirty dishes on so that they do not need to walk through the kitchen during preparation and service times.

Org - Level Commendations

Description

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Daily dated census information was available to indicate residents who were in care each day and eligible to be claimed for reimbursement for breakfast and lunch. Daily meal counts for breakfast and lunch are completed using a roster at the time that the meal is served, and maintained on file to support the total claimed each day for each meal.

Food production records are maintained as required for both breakfast and lunch.

Site - Level Commendations Foundation 2 Youth Shelter (8615)

Description
All meal components were available at the beginning of meal service on the days of observation and throughout meal service.
At least two types of milk are offered at both breakfast and lunch.
Participant residents and the foodservice director communicate easily and it appeared that they felt that their nutrition needs are met.
Residents have a variety of meal components to select at breakfast, including have a daily choice of a hot or cold breakfast items.
The foodservice director maintains the average calories for each day's meals, and if this practice continues, the actual calories for each food item need to be used instead of an average (for example, 'fruit' is indicated in the calculations as 80-120 calories, instead of indicating the actual fruit and calculating those calories in the total). When doing actual nutrient calculations, the actual information must be used in order to be useful. As indicated at the time of the review, following the meal patterns and dietary best practices in meal planning for breakfast and for lunch usually yields meals that on average meet the calories, fat and sodium, standards.
The foodservice director stores non-reimbursable food items in a separate area in the pantry.
Water was available as required at both breakfast and lunch.