

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Aplington-Parkersburg Comm School District (02790000)**  
**April 8-10, 2019**

**Program Year:** 2019  
**Month of Review:** March  
**Lead Reviewer:** Shea Cook  
**Org Representative(s):** Kathryn Patrick, Darla Choate

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming	V-0300	Approved application packet indicates that POS lunch count is taken at the end of the line. On observation count is actually taken at the beginning of the line.	For your response please update your site application packet on IowaCNP and provide the date when the update was made.	
1000 - Local School Wellness Policy	V-1000	Under the final rule of the Healthy, Hunger-Free Kids Act school districts are required to make the results of triennial assessment of the wellness available to the public.	For your response please provide the web address where the assessment of the local wellness policy has been posted.	

**Site - Level Findings: Parkersburg Elementary School (0427)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

**Org - Level Technical Assistance**

Area	Question	Comments
700 - Resource Management		<p>PROCUREMENT:</p> <ul style="list-style-type: none"> <li>• Technical assistance provided to include all anticipated procurement events on the Written Procurement Plan with yearly totals. The written procurement plan should be reviewed annually prior to conducting procurement decisions. It is recommended to review procurement plan annually in February/March.</li> </ul>

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		<p>MICRO-PURCHASE</p> <ul style="list-style-type: none"><li>• Clarification on the requirements for spreading the wealth for micro-purchases was given. SA suggested that some of the purchases currently made as micro-purchases may be better suited for the small purchase method.</li></ul> <p>SMALL PURCHASE:</p> <ul style="list-style-type: none"><li>• When utilizing the small purchase method SFA is sending letters under the heading of "Invitation to Bid." This language is incorrect and suggest a formal contract. SA advised SFA to change the title of small purchase pricing requests to "Request for Pricing" to accurately reflect the type of purchase method being used.</li><li>• Guidance was given on writing more specific product specifications in price requests including but not limited to specific size and weight, container requirements, etc. Milk bids should also include whether coolers will be provided, HACCP plan to ensure clean crates are delivered, straws, etc. Bread price requests were missing specific descriptions such as whether sandwich bread should be sliced or whole and specific unit size.</li><li>• SFA should include estimated annual usage when requesting pricing from vendors.</li><li>• A number of required terms and conditions were absent from price request documents including Buy American, debarment statement, termination of cause and convenience, equal opportunity, small business, etc. SA suggested utilizing the Three Bids and a Buy template document to help with including all of the required terms and conditions.</li><li>• Documents of which vendors contacted should be maintained.</li></ul> <p>FORMAL PURCHASE:</p> <ul style="list-style-type: none"><li>• SFA does exercise contract management by price checking invoices. SFA was encouraged to continue checking pricing for a variety of food and non-food items in contract monitoring.</li><li>• FSD is currently requesting pricing for repairs and service. Equipment repairs are not an allowable direct cost. SA questioned whether the SFA should be involved in the process.</li><li>• SFA has a signed agreement with the GPO to purchase chemicals, however chemicals were also being purchased from an additional vendor. SA advised SFA that the chemical contract is a separate contract from the GPO food and small wares contracts and that they were not required to enter into that agreement. SA suggested comparing pricing before an extension is signed for the next school year to see if it is in their best interest to continue with the chemical contract.</li></ul>
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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 additional summer outreach. Free resource materials can be found at <a href="http://bestpractices.nokidhungry.org/programs/summer-meals/promote-summer-meals#summer-meals-outreach-resource-toolkit">http://bestpractices.nokidhungry.org/programs/summer-meals/promote-summer-meals#summer-meals-outreach-resource-toolkit</a> .
RMCR - Nonprofit School Food Srvc Acct	10 Excluding equipment purchases made with USDA grants, did the SFA purchase equipment during the RM review period that cost at or above the capitalization level established by the State or SFA for financial statement purposes or at or above \$5,000 (whichever was less)?	SA explained the pre-approval process and provided information on the pre-approved list.

**Site - Level Technical Assistance Parkersburg Elementary School (0427)**

Area	Question	Comments
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.

**Org - Level Commendations**

Description
<b>CERTIFICATION AND BENEFIT ISSUANCE:</b> All applications and associated materials are extremely well organized making it easy to verify information. • 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.
<b>CIVIL RIGHTS:</b> 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. • 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.
<b>COMPETITIVE FOODS:</b> 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.
<b>FISCAL ACTION:</b> There is no fiscal action associated with this review.
<b>FOOD SAFETY:</b> 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, head cooks at each site and most food service staff are ServSafe certified. • Good food safety practices were observed while SA was on-site. • Foods are stored properly.
<b>MEAL COUNTING AND CLAIMING:</b> 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.
<b>MEAL PATTERN AND NUTRITION QUALITY:</b> 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 many 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 3 different and approved types of milk to students.
<b>ON-SITE MONITORING:</b> On-site monitoring forms have been completed for all sites in the district for lunch and breakfast.

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<p><b>PROFESSIONAL STANDARDS:</b> 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. • Non-food service employees received civil rights training and training based on the school nutrition program responsibilities.</p>
<p><b>RESOURCE MANAGEMENT:</b> 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><b>SCHOOL BREAKFAST PROGRAM AND SUMMER FOOD SERVICE PROGRAM OUTREACH:</b> Families are informed of the school breakfast program and the Summer Food Service Program through the district's website, social media and school announcements. The SFA also reminds families of school breakfast through the promotion and celebration of National School Breakfast Week.</p>
<p><b>SCHOOL WELLNESS POLICY:</b> The wellness policy contains all of the required elements and has been updated in the past 3 years as required. • The wellness policy is made available to members of the public on the district's website. • The district has a wellness tab on their website, thus making it easier for the public to find all wellness documents in one location. • The district has completed an assessment of their wellness policy goals.</p>
<p><b>VERIFICATION:</b> 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.</p>

**Site - Level Commendations Parkersburg Elementary School (0427)**

Description
<p><b>Civil Rights:</b> The And Justice for All civil rights poster was posted in the serving line. • No discrimination was observed.</p>
<p><b>Food Safety:</b> 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. • 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>
<p><b>Meal Components and Quantities:</b> 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. • Students had sufficient of time to eat after receiving meals. • Signage was posted explaining what constitutes a reimbursable meal at lunch and breakfast.</p>
<p><b>Meal Counting and Claiming:</b> The Point of Service is at the beginning 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 March 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.</p>
<p><b>Offer vs. Serve:</b> 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.</p>
<p><b>Water:</b> Free potable water is available to all students for lunch.</p>