

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Holy Family System zz -Dubuque (18638006)**  
**April 24-25, 2019**

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

**Site - Level Findings: HOLY GHOST EARLY CHILDHOOD (8127)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Documentation submitted for the AR did not credit all grain/bread items, and others were not accurate. The recipe for the broccoli slaw did not contain the correct yield information according to the instructions, and was not credited correctly in the worksheet submitted. The Normandy and Tuscan vegetable documentation did not align to the worksheet information submitted.	All grain/bread items that contain more than 1/4 oz equivalent must be included in the grain/bread information in menu planning. All recipes must accurately indicate the whole grain rich or enriched flour used, and menu planning templates used must indicate the correct oz equivalency of all items. The recipes for cookie and cake were not correct, and the hot dog and hamburger buns were not credited correctly in the AR information; also, the cookie and cake were not credited consistently. The vegetable mixes must be credited correctly also according to subgroup, or can be counted as a serving of 'other' vegetable. As corrective action, please complete the menu template attached with the correct information including all alternate entrees, grain/bread and vegetable crediting, and indicate in your comments your plan for updating all recipes to reflect the correct ingredients and serving sizes.	
1900 - Fresh Fruit and Vegetable Program (FFVP)	V-1900	In the kindergarden room, crackers were offered with the FFVP snack.	Only the FFVP snack item (and an allowable vegetable dip) can be offered during the FFVP service. In your corrective action response, please indicate your plans to retrain the teachers in each room about the requirements for service of the FFVP snack.	

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1200 - Professional Standards	V-1200	Several persons who are not foodservice employees complete critical foodservice tasks such as meal service, counting meals and snacks, and submitting claim information to the FSD. Also included in these tasks are food safety measures.	In professional development activity, all persons who complete activities that are crucial to documenting program compliance need to be noted in tracking mechanisms as receiving annual training in learning these tasks. The FSD indicates that most have received some training, but it has not been tracked in this way. As corrective action, please add all related	

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			training and persons to the master tracker, and attach in this corrective action response. Additional information about professional development training requirements is found at <a href="https://educateiowa.gov/pk-12/nutrition-programs/professional-standards-school-nutrition">https://educateiowa.gov/pk-12/nutrition-programs/professional-standards-school-nutrition</a>	
1400 - Food Safety	V-1400	Buy American exception log not in use	Explained the Buy American exception log; the log is available in download forms and is also attached in this finding. In your corrective action response, please indicate how you will implement the log in your school system.	

**Site - Level Findings: St. Anthony School (8126)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

**Org - Level Technical Assistance**

Area	Question	Comments
800 - Civil Rights	801 Did the School Food Authority publish a public release as required for the School Year being reviewed?	At the time of the onsite review, SFA noted that the media release was sent to external media outlets. For documentation of having sent the release, be sure that the communications person in the school system confirms specific information about sending it (attached email from that person does not note this activity).
1200 - Professional Standards	1219 a. Are there additional employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program?	While onsite, some of the training topics noted for foodservice personnel do not adequately describe the content matter. You are encouraged to be sure that the 'name' of the training helps to align the training to a content area. Also, ensure that the majority of the training planned and completed for foodservice personnel relates to the specific foodservice duties that they complete; not all training that is required to be employed in a school system is foodservice related.

**Site - Level Technical Assistance St. Anthony School (8126)**

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	404 a. Is there signage explaining what constitutes a reimbursable <b>lunch</b> to students for all applicable grade groups?	Prior to the onsite visit, the signage on the meal service line did not contain milk or the alternate entrees. We discussed the need to include all food items available for a reimbursable meal, and the signage was corrected during the review.

**Site - Level Technical Assistance HOLY GHOST EARLY CHILDHOOD (8127)**

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Area	Question	Comments
300 - Meal Counting and Claiming - Breakfast	318 At the selected school(s), does each type of meal service line as observed on the day of review provide an accurate count by eligibility category at the point of service (or approved alternate)?	On the day of review, the kindergarden room had mis-marked the meal count roster, thus marking meals a day ahead. We discussed how to remind the teachers to be accurate. Daily counts by classroom are compared to attendance each day and would have been discovered prior to meal claim.
400 - Meal Components and Quantities - Lunch	404 a. Is there signage explaining what constitutes a reimbursable <b>lunch</b> to students for all applicable grade groups?	While onsite, we discussed the need for the online signage to include all items that are available for a reimbursable meal which includes alternate main entrée items and milk. The signage was corrected at the time of the review, and the FSD is encouraged to make sure that all other school sites are aware of this requirement.
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	Minimum vegetable subgroup and grain servings were planned, and waivers available for items that are not whole grain rich. TA was provided regarding consistency of documentation included in labels, recipes, and PFS.
500 - Offer versus Serve	500 Is Offer vs. Serve being implemented properly by the reviewed school?	At lunch observation, one child declined all other fruit and vegetable items except the mandarin oranges, which had a planned serving size of 1/4 cup. We discussed the need to ensure that 1/2 cup of fruit or vegetable was received by each child, and that child could have been served 2 servings of the mandarin oranges to comply with the minimum requirement. We discussed strategies to accommodate children in the future.
1400 - Food Safety	1408 Were the selected relevant temperature logs available for review?	We discussed the temperature log for the milk cooler, and determined that a separate log sheet was needed for this item.
1900 - Fresh Fruit and Vegetable Program (FFVP)	1909 Are teachers who are in the classroom with students during the FFVP meal service the only adults provided with fresh fruits and vegetables?	We discussed the fact that teachers (involved in the snack preparation or service) in the classroom could participate in the FFVP snack, and how they may be modeling and encouraging kids to taste.
Dietary Specifications Assessment Tool - Lunch	1 Are specifications considered when purchasing menu items and condiments to limit the following?	A vegetable shortening label that included trans fats was submitted with meal documentation information. Onsite, the vegetable shortening available does not include trans fats. We discussed the need to have updated label information gathered each year, or as an item changes.

**Org - Level Commendations**

Description
All applications and eligibility determinations were correctly determined, signed and dated by the household member and the SFA, were complete with SSN's and case numbers, and determined within ten days. The applications and Direct Certification information is neatly maintained, with cross-indexes that helps in finding student data.
Breakfast participation was high on the day of observation, and the children were enjoying their meal, served in the classrooms. All children chose a reimbursable breakfast.
Cashiers are trained, and daily edit checks are performed.
The correct number of applications were verified and were correctly selected from error prone applications.
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.

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The district has a current wellness policy on file, which includes guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity. The wellness policy and the most recent assessment of the policy are available to the public on the district's website.
The district has taken reasonable steps to ensure that students with special dietary needs are adequately accommodated and that proper documentation is on file.
The Food Service Director, FSD, does a superior job of menu planning and offering choices. The numerous choices increases participation and provides opportunities for each child to find meal components for lunch that they will eat. A variety of entrees, fruits, and vegetables were offered throughout the review period for lunch, and included many fresh fruits and vegetables. Daily multiple choices of fruits and vegetables encourages student consumption.
The SFA has a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for awarding, reviewing, documenting and monitoring procurement events, and specifications were well-written and comprehensive.
The SFA has a district-wide written Food Safety plan that includes all required elements; food safety training occurs annually, and the Food Safety plan is regularly reviewed for any updates.
The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months. The Paid Lunch Equity, PLE, tool was completed and prices were increased as indicated by the PLE tool. The Non-Program Revenue, NPR, tool was completed, and no increase in prices were required. The FSD monitors the nonprogram activity very closely and has been successful in generating revenue to bring the foodservice account more firmly into positive balances.

**Site - Level Commendations St. Anthony School (8126)**

Description
All meal components were available at the beginning of meal service at lunch on the day of observation and throughout meal service.
All students selected a reimbursable meal at both breakfast and lunch without having a prompt to select a ½ cup of fruit or vegetable as one of the three required components.
Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period, and are neat and thoroughly completed.
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.
Students had a sufficient amount of time to eat after receiving meals.
Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, dishwasher, and thermometer calibration, and the kitchen and storage areas were orderly and clean. Food Service workers wore proper hair restraints and practiced good gloving procedures, and overall good food safety procedures were observed.
The afterschool snack program menu contained all creditable food items in the correct serving sizes. The meal counts each day are completed as the children are seated to receive their snack. Each child was served both components of the reimbursable snack.
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.

**Site - Level Commendations HOLY GHOST EARLY CHILDHOOD (8127)**

Description
All meal components were available at the beginning of meal service at both breakfast and lunch on the days of observation and throughout meal service.
All students selected a reimbursable meal at both breakfast and lunch without having a prompt to select a ½ cup of fruit or vegetable as one of the three required components.
Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period, and are neat and thoroughly completed.
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.
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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.
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The Fresh Fruit and Vegetable Program is positively received by the students and teachers, and a wide variety of unusual fruit and vegetable items has been planned in this school year.
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