

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Colfax-Mingo Community School District (13320000)
Dates of Review: March 3/26/2019 – 3/29/2019

Program Year: 2019
Month of Review: February
Lead Reviewer: Jean Easley
Org Representative(s):

Site - Level Findings: Colfax-Mingo Elementary School (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Healthier Kansas Recipes were not standardized for your kitchen which can result in meal pattern crediting differences. The recipe Chicken Wrap shows crediting as 1.75 M/MA which did not match production record showing 1.5 M/MA and .5 M/MA from cheese. The Spaghetti Recipe states to use an 8 oz. ladle which credits for 2 M/MA. According to production records, a 6 oz serving and precooked beef crumbles are used instead of raw beef, all of which change crediting of the recipe.	For your response, submit the two adjusted standardized recipes including the proper crediting for the standardized recipe which will be served at your school.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1000 - Local School Wellness Policy	V-1000	An assessment (or "progress report") of the local wellness policy was not completed which is required at least every three years. Both the local wellness policy and assessment are to be made available to the public. Best practice would be to evaluate goals for each building rather than the district since needs are different for different age groups.	It is recognized the local wellness policy was just recently updated and revised in March. An assessment was not completed previously so a process for reviewing goals is not in place. Describe 1) your process and timeline will be for moving forward in assessing wellness goals. 2) who will be the contact person for the wellness policy and ensuring an assessment is completed? 3) how will the policy and assessment be made available to the school community and the public?	
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	For several years the Nutrition Fund has been repaying the general fund for loans from a previous history when expenditures had greatly exceeded revenue; therefore the overall nutrition account balance at the end of SY18 was in the red.	1) Describe the history of how the Nutrition Fund has worked to repay the general fund, particularly in the past three years 2) Identify two things you are working on to increase revenue being brought into the Nutrition account. 3) Determine your average daily participation. Attach your calculations and your ideas on specific ways to continue to work on increasing participation.	
RMCR - Revenue From Nonprogram Foods	V-RMCR	The proportion of non-program food revenue to total revenue is required to be equal or greater than the proportion of non-program cost to total food costs. According to the financial report populated in IowaCNP, this information was not calculated correctly to be able to determine compliance.	For your response, complete and submit the non-program revenue tool (found in "Download Forms" in lowCNP). If compliance is not met, describe what strategies you will implement to improve compliance.	

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Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance		ELIGIBILITY: It is a good idea to have a back up for the determining official who can process eligibility and applications when necessary. A best practice to consider may be an individual who is appointed to be the "confirming official" who reviews & signs applications prior to verification.
100 - Certification and Benefit Issuance	129 Is household notification of eligibility consistent with the responses provided on the Off-Site Assessment Tool?	HOUSEHOLD NOTIFICATION: Request approval annually from State Agency for household letters sent to DC, Free, Reduced and Denied when using letters generated from Point of Service program.
700 - Resource Management		NON PROGRAM REVENUE: TA given regarding the Financial Report on IowaCNP which is populated using the Certified Annual Report can provide non-program revenue information necessary to indicate if non-program revenue contributes adequately to Total Revenue.
700 - Resource Management		RESOURCE MANAGEMENT: in developing a plan to bring account balance back into the black, continue to seek resources to help identify responsible cost/revenue levels. There is a Financial Management Workshop offered by the State Agency this summer as well as Dollars and Good Sense led by Chef Cyndie Story. Resources in the Financial Management section of the ICN.
700 - Resource Management		BUY AMERICAN EXCEPTION LOG: SFA is to keep a log reporting any nondomestic agriculture products purchased with CN dollars. The Exemption Log should state date, product accepted and reason why they accepted it, i.e. domestic product was not available or significantly higher priced than the non-domestic product.
700 - Resource Management		PROCUREMENT: Sound documented justification must be maintained if SFA does not award the contract to the vendor with lowest overall cost. This was presented and discussed at the Exit Meeting with Director, Business Manager, Superintendent and Claims official all of whom are involved in food service decisions.
700 - Resource Management		RESOURCE MANAGEMENT: SY18 USDA "Paid Assistance Level" or PAL was 92.3%. SFA should always strive to maximize to 100% or money is left "on the table". Current year SY19 SFA is participating with Diverted Foods and is on track to utilize more PAL.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements?	FOOD SAFETY: The concern was raised regarding procedures for cleaning up vomiting and diarrheal events in the cafeteria. The current Food Code 2013 states food establishments must have procedures in place. Clean up procedures should not include an individual directly in food preparation or service; nor should any kitchen facilities be used. Custodians are observed not to be present during lunch hours, which presents the concern when an event occurs during lunch the food service staff may be put in a situation where food safety is at risk. FSD will

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		follow up with superintendent and custodial staff to determine who will implement SOP. Guidance can be provided by your Health Department Inspector.
RMCR - Nonprofit School Food Srvc Acct	11 If Yes, was the equipment included on an approved State agency equipment list or did the SFA otherwise secure prior approval from the State agency before purchasing the equipment (per FNS Policy Memo SP 31-2014)?	STATE AGENCY EQUIPMENT PURCHASE: pre-approved equipment list provided to director.

Site - Level Technical Assistance Colfax-Mingo Elementary School (0409)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch		FOOD PRODUCTION RECORDS: Include number of total PLANNED meals daily. Be sure to include all items offered, including at breakfast the 1 oz peanut butter and 1 T jelly servings were listed on record, however, no usage was being included. This was corrected during the day of the review.
1400 - Food Safety		HACCP PLAN: Two SOPs are not being followed: Thermometers are to be calibrated; Begin documentation of thermometer calibration as stated in your local HACCP plan. Temperature Sheets must match what is in your HACCP plan which includes a column for corrective action. The thermometer was missing from the milk cooler which was corrected during the review.

Org - Level Commendations

Description
BENEFIT ISSUANCE: Documents are well organized. All eligibility applications reviewed were correctly determined, signed and dated by the household member and SFA, were complete with SSNs and/or case numbers, and all applications determined within required time. Access to benefit information is correctly limited. Eligibility is kept confidential. The SFA has a back-up system for benefit issuance documents and system.
BREAKFAST and SUMMER OUTREACH: School Breakfast Program (SBP) outreach is sent out throughout the school year - particularly for National Breakfast Week. Summer Food Service Program (SFSP) outreach was sent out to families at the end of last school year to inform the families of the availability and location of free meals in the summer.
CIVIL RIGHTS: CR poster was posted in the cafeteria, annual CR training was provided to all nutrition staff, The SFA submitted the annual Public Release to the local media. Students with special dietary needs are accommodated and documentation maintained. Ethnic/racial form is completed. No discrimination was observed. The correct state and federal non-discrimination statements are provided on all material describing the program including letters and school website.
MEAL COUNTING and CLAIMING: Point of Service (POS), counts and filed claims for month of February appear accurate. Meal counts during the on-site review were reasonable when compared to the review month counts. JMC is used as POS system. Students enter a personal PIN number after receiving a reimbursable meal. Students are not overtly identified as free, reduced, or paid during the process. Cashier is trained and is aware of what constitutes a reimbursable meal.
PROCUREMENT: SFA has a written procurement plan which includes federal and local purchasing threshold and a code of conduct. SFA is a member of the AEA Purchasing Group and has a signed agreement for Food, Small Ware and Ware Wash.
PROFESSIONAL STANDARDS: All nutrition staff have met required training for Professional Standards in school year 2019. An organized annual Training Spreadsheet is maintained showing at a glance which staff have been trained and meet required annual hours.
RESOURCE MANAGEMENT: The SFA developed and approved a meal charge policy. The policy was e-mailed or mailed to all households and staff were informed of the policy. The policy states that students who qualify for free meals shall never be denied a reimbursable meal. Money is not transferred out of the account to support other programs. The SFA effectively utilizes its USDA entitlement for commodities. Reports are submitted to State Agency in a timely manner.
VERIFICATION: The correct number of applications were verified and correctly selected from error prone. Applications selected for verification were confirmed prior to verification. The SFA had at least one person attend training. The verification report was completed accurately and on time.

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Site - Level Commendations Colfax-Mingo Elementary School (0409)

Description
ENVIRONMENT: Nutrition staff are friendly and encouraging to student customers. Offer versus Serve is practiced appropriately. Students are observed to have enough time to eat.
FOOD SAFETY: Safe food handling procedures are observed. Temperatures of food, and monitored for refrigeration and freezers as HACCP plan dictates. Refrigeration and Freezers are observed to be tidy and well-organized.
MENUS and NUTRITION: Menu for the review week met weekly and daily meal pattern requirements for the elementary who serve K - Grade 6. All meal components were available at the beginning of service on the days of observation and throughout meal service. Documentation is on file for 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 are well-organized. Water is available as required. At least two types of milk are offered. Signage was posted explaining what constitutes a reimbursable meal at both breakfast and lunch.
SMART SNACK: documentation demonstrating compliance maintained and organized.