

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Beloit Lutheran Home (02258601)
Dates of Review: 5/7/2019 – 5/8/2019

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

Site - Level Findings: Beloit Lutheran Home (8601)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Signage is not available for students in Community/Units to identify the components of a reimbursable breakfast.	Describe how you will meet the requirement for including signage identifying the components of a reimbursable meal for each community/unit.	
400 - Meal Components and Quantities - Lunch	V-0400	The Frito Pie Recipe served during the week of the review did not have meal pattern crediting available therefore questioning how SFA can be certain of meeting daily meal pattern requirement of two meat/meat alternate and two grains for Grade 9 - 12.	For your response, 1) submit completed meal pattern crediting for this recipe. 2) State your intention to include meal pattern crediting on recipes.	
1700 - Afterschool Snack	V-1700	<ol style="list-style-type: none"> 1. The 4 week review form was not completed within the first 4 weeks of operation. 2. Components offered for snack during review month not reimbursable: Pudding, Funyons, Combos, Granola Bar, Trail Mix, Chips Ahoy. Dried Cranberries credit for 1/2 cup instead of required 3/4 cup. 3. Serving size of one component is not listed on menu, nor production record. (Serving size was milk.) 4. Several Incomplete production records for several entries during the month of review. 	For your response, 1 - State your understanding the on-site review is to be completed within the first 4 weeks of the program and one additional time annually. State the date the first review will be completed annually. Submit completed form for second review. 2 - Submit a revised cycle menu for the reimbursable After School Snack Program. Include serving sizes. 3 - Describe how you will train direct care staff annually on completing production records and point-of-service tally sheets.	

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Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
700 - Resource Management	V-0700	Financial Report for SY18 has not been completed in IowaCNP. SFAs at non-public schools must complete this report in IowaCNP annually no later than September 15. This was a repeat finding from previous AR.	Submit a revenue and expense statement for the Nutrition Program for SY2018-2019 showing if SFA is in compliance with the net cash resources limitation to a level at or below 3 months average expenses. State your understanding and intention to submit the Financial Report annually no later than September 15.	
1200 - Professional Standards	V-1200	Direct care staff have not completed training to meet professional standards requirements. A training plan is needed for director and staff to meet nutrition training requirements. Requirements are 12 hours annual training for Director and 6 hours for staff working >20 hours in nutrition and 4 hours for staff <20 hours.	Submit your plan for annual training for direct care staff. List specific topics which will be presented annually and webinars or resources to be used. Who will take charge of training and tracking hours. Additionally, submit a plan for SY2019-2020 for director to meet her 12 hours training.	
1400 - Food Safety	V-1400	A HACCP plan is not in place.	For your response, 1) describe your plan and timeline for developing and completing a HACCP plan. 2) As part of your HACCP plan, develop and submit a standard operating procedures (SOP) for addressing food safety/cleaning procedures for each Site/Community kitchen.	

Org - Level Technical Assistance

Area	Question	Comments
600 - Dietary Specifications and Nutrition Analysis		MENU: Here is a USDA resource for online cookbooks and recipes ideas for small quantity: WHATS COOKING USDA MIXING BOWL \

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800 - Civil Rights	810 Review program materials.	USDA Non Discrimination Statement (abbreviated) should be included on the bottom of your menu. This was corrected during the site review.
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?	DIRECT CARE STAFF TRAINING: Recommend annual training on civil rights, counting and claiming, completing food production records, meal pattern requirements for breakfast, lunch and afterschool snack program. Use State Agency developed webcasts.

Site - Level Technical Assistance Beloit Lutheran Home (8601)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	FOOD PRODUCTION RECORDS: some FPR records are incomplete when completed by direct care staff. This is a challenge SFA is aware of and Claim Official states meals are not claimed when documentation is blank. Technical Assistance given that FPR Training and Counting and Claiming be included with annual training for direct care staff.
400 - Meal Components and Quantities - Lunch		NUTRITION DOCUMENTATION: It is the expectation that you will continue to collect, organize, and maintain: CN labels, Product Formulation Statement and Standardized Recipes for all creditable menu items served for Breakfast, Lunch and After School Snack Program which SFA receives federal reimbursement.
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?	BUY AMERICAN: 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.
1700 - Afterschool Snack	1700 Were any areas identified requiring technical assistance or corrective action?	AFTER SCHOOL SNACK PROGRAM: A sample cycle menu was provided. Including ideas such as bagels, Vanilla Wafers, Animal Crackers, Cereal and Milk, Soft Pretzel. Limit, avoid high salt items (beef stick). The following were not creditable: Funyons, Pudding, Oreos, and Granola Bar was too small to be creditable. One package of Craisins credits for 1/2 cup and the requirement for snack is 3/4 cup. Utilize Meal Pattern in the After School Snack Program packet as the requirements are different from breakfast and lunch.

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Org - Level Commendations

Description
MEAL COUNTING and CLAIMING: April claim submitted is consistent with meal tally numbers for Breakfast, Lunch and After School Snack. Both Tally Forms and Food Production Records are observed to be well-designed for staff to complete.
MENUS and NUTRITION: A 3 week cycle menu is used. Weekly menus appear well organized with Breakfast, Lunch, Afterschool Snack, Dinner and Evening Snacks all listed for both Nutrition and Non-Nutrition Staff to follow. Technical Assistance given to consistently include serving sizes. Food Service Director has an overall good understanding of the required meal pattern for Grade 9 - 12.
PROCUREMENT: SFA has a written procurement plan and code of conduct. Authorized Representative attended State Agency regional training. SFA is a member of AEA purchasing .
PROFESSIONAL STANDARDS: Nutrition Director attended Healthy School Meals and New Manager Orientation training. A tracking tool is used to track all employee training. All staff have completed annual required Civil Rights training.
WELLNESS POLICY and ASSESSMENT: A wellness policy is in place and an assessment of goals have been documented. A Learning Garden is highlighted on website: children learn about healthy nutrition and develop a green thumb by planting and eating their own veggies.

Site - Level Commendations Beloit Lutheran Home (8601)

Description
CIVIL RIGHTS: No discrimination observed. Poster is displayed in cafeteria and community unit during day of observation. Annual training is provided to staff. USDA Non Discrimination Statement is posted on nutrition-related materials.
DOCUMENTATION: Food Production Records are well-designed and maintained daily. Documentation such as CN labels are being collected and maintained by FSD. Diet Modification are accommodated and appropriate forms are maintained.
ENVIRONMENT: In the cafeteria, students were observed to have adequate time to eat when eating lunch. Staff ate meals with students and served as role models for students. At Breakfast, students eat family style in their community unit. On the day observation, all students in the site received a reimbursable meal.
FOOD SAFETY: FSD is ServSafe Certified. Good food handling practices observed. Temperature logs are maintained.
MEAL COUNTS: reimbursable lunches observed were correctly counted and indicated on the tally sheet.
NUTRITION: Lunch served on the day of observation met meal pattern requirements. All students were observed to have a reimbursable meals. Fresh Fruit and Veggies are offered regularly; Romaine, Cucumbers and Tomatoes were served on this day and students were observed to eat their meals.