

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Woodbury County Juvenile Detention Center (60398628)
On-Site Review Dates: May 21-22, 2019

Program Year: 2019
Month of Review: April
Lead Reviewer: Deann Murphy
Org Representative(s): Dianne McTeer

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1000 - Local School Wellness Policy	V-1000	The SFA's Local Wellness Policy needs to be reviewed at least every 3 years by the wellness committee. The policy was last reviewed 9/2015 so it is out of compliance. There are no physical activity goals in the policy. Neither the policy nor the Assessment have been made available to the public.	The SFA will submit a revised local wellness policy which includes goals for nutrition education, other school based wellness activities AND physical activity. Also, the SFA will state how they intend to make both the policy and the assessment of the policy goals available to the public.	
1200 - Professional Standards	V-1200	The program's designated FSD has not had 12 hours Professional Standards training. She has not had at least 8 hours food safety training in the past 5 years. Detention staff have not had their required 4 hours training (2 hours for those hired after Jan. 1, 2019) in Child Nutrition topics. No staff member has had Civil Rights training annually.	The SFA will submit documentation showing that staff have had Civil Rights training. The SFA will also submit their plan as to how the FSD will meet her required 12 hours training annually and how detention staff will meet their 4 hours annually.	
1500 - Reporting and Recordkeeping	V-1500	Financial Report has not yet been submitted for SY17-18.	The SFA will complete and submit a paper copy of the financial Report for SY17-18. The SY18-19 Financial Report is due Sept. 2019.	

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Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		The SA consultant worked with the FSD to develop the SFAs SY19-20 Procurement Plan.

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800 - Civil Rights	803 What is the SFA's procedure for receiving and processing complaints alleging civil rights discrimination within FNS school meal programs?	Information was e-mailed to the Authorized Representative regarding how to handle any discrimination complaints for the Child Nutrition programs.
800 - Civil Rights	805 What procedures are in place for accommodating students with disabilities?	The soy milk substitute that the facility currently has available for students who cannot drink milk is not an acceptable substitute. A list of acceptable soy milk substitutes was e-mailed to the Authorized Rep. to use when they have a student who needs it.
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?	The designated FSD for the program needs to have 12 hours related foodservice training annually with at least 8 hours food safety training every 5 years. Detention staff who dish and serve food need 4 hours training annually. Staff hired after January 1 of the current school year need 2 hours training for that year. All training must be applicable to their role in the Child Nutrition Program. Civil Rights training needs to be completed by all employees who work in the Child Nutrition Program annually. Training topics and resources were e-mailed to the Authorized Rep. Trainings must be tracked by the Auth. Rep to ensure that all staff receive adequate training.
1400 - Food Safety	1401 If conducted as part of the Administrative Review, are SFA contracted and self-operated warehouses, storing all foods (commercial and USDA) properly?	The SFA does not use their USDA Foods as part of their reimbursable meals. The snacks that they use them for are not reimbursable. Therefore, the SFA should not be ordering USDA Foods from the State Agency. The SA USDA Foods consultant was made aware of this, as was the SFA.
1500 - Reporting and Recordkeeping	1500 Are reports submitted to the State Agency as required?	Discussed with the Authorized Rep the need to submit contracts, claims and other required reports to the State Agency in a timely manner. Extensions have been given in the past, but these are only given on a limited basis. Deadlines were discussed so that the Auth. Rep. is aware of when reports are due.
1600 - School Breakfast and SFSP Outreach	1602 For each question on the Off-Site Assessment Tool (Questions 1600-1601), do the responses provided demonstrate compliance with FNS requirements?	In addition to posting the summer feeding program information in the visitors room, it is recommended that a copy of the flier be given to students when they leave the facility so they know where they can access free meals during the summer.

Site - Level Technical Assistance Woodbury County Juvenile Detention Center (8628)

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)?	Currently the meal counting system is completed by the Authorized Rep. after the meal is served. For more accuracy and per USDA requirements, meal counting needs to be done at the point of service by staff actually observing meal service. Also, recommend that the FSD have another staff person check her meal count totals prior to submitting her monthly claim to help increase accuracy.
400 - Meal Components and Quantities - Breakfast	404 a. Is there signage explaining what constitutes a reimbursable breakfast to students for all applicable grade groups?	Signage educating the students on what constitutes a reimbursable breakfast and lunch needs to be hung at or near the meal service window. The State Agency provided signage during the on-site review to be hung up.
1400 - Food Safety	1405 a. In the comments section, list the dates of the two (2) most recent food safety inspections.	USDA requires that SFAs have or request 2 health inspections annually. The SFA should keep written documentation that they have had or have requested both inspections.

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1400 - Food Safety	1406 Is the most recent food safety inspection report posted in a publicly visible location?	The most recent food inspection needs to be in a public place instead of in the kitchen.
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Org - Level Commendations

Description
Residential students are all certified as free. The facility keeps a roster of students with information on when they arrived, when they left and what meals they ate while they were on-site. The SFA has completed the required verification report.
The April claim was revised during the on-site visit due to claiming errors. No further claim changes should be needed as a result of this review.
The facility has a HACCP plan provided by their vendor which is complete. Temperature logs are maintained for coolers, food and freezer. The kitchen and storage area is orderly and clean. Food service workers used gloves appropriately. Staff are trained on food safety principles.
The SFA follows the Woodbury County Procurement Policy which uses the federal procurement thresholds. Their Code of Conduct does not list specific disciplinary actions if the Code is violated. These need to be included in the SFA Code of Conduct.
The vended meals seem to meet all component contributions and dietary specifications. Students are offered some choices even though these are limited due to detention. CN labels, standardized recipes and nutrition facts information is available for all foods served. Water is available as required. No Smart Snacks are sold to students at the facility.

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Description
The And Justice for All civil rights poster was hung in the dining area. The facility takes reasonable steps to accommodate special dietary needs. The Ethnic/Racial summary was completed and on file. No discrimination was observed.