

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Scott County Juvenile Detention Center (16118002)
June 4-5, 2019

Program Year: 2019
Month of Review: May
Lead Reviewer: Shea Cook
Org Representative(s): Neika Harms

Site - Level Findings: Scott County Juvenile Detention Center (8604)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Lunch	V-0300	Daily roster meal counts did not match the claim for reimbursement.	For your response please detail you plan for making sure that the number of meals and snacks claimed for reimbursement match the actual counts from your daily roster sheet.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1600 - School Breakfast and SFSP Outreach	V-1600	All programs participating in the NSLP must conduct SFSP outreach. No outreach has been conducted. Although the SFA is an RCCI, outreach should be conducted especially for students who are discharged during the summer and who may not have access to healthy meals.	For your response please describe your plan for conducting SFSP outreach.	

Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		<p>PROCUREMENT:</p> <ul style="list-style-type: none"> • 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. • Food service director or designated individual should check deliveries to ensure Buy American provisions are met. A log should be maintained when a non-domestic agricultural commodity is accepted.

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		<p>MICRO-PURCHASE</p> <ul style="list-style-type: none"> • Clarification on the requirements for spreading the wealth for micro-purchases was given. <p>SMALL PURCHASE:</p> <ul style="list-style-type: none"> • SFA should include estimated annual usage when requesting pricing from vendors. • Guidance was given on writing product specifications in price requests including but not limited to specific size and weight, container requirements, etc. • All documents used for the procurement event, including a copy of the initial request, should be maintained. <p>FORMAL PURCHASE:</p> <ul style="list-style-type: none"> • SFA has not rebid the prime vendor contract for several years. SA advised that best practice is a one year contract with up to 4 additional one year extensions. SA advised that the SFA should begin working on a new prime vendor contract. SA also discussed how a buying group may help ease some of the burden in the formal contract process. • Current prime vendor contract does not include many of the required terms and conditions, including Buy American, debarment statement, termination for cause and convenience, equal opportunity, small business, etc. Required terms and conditions language, as determined by the value of the contract, can be found on the Small Purchase (3 Bids and a Buy) Procurement Template in Download Forms. • SFA should exercise contract management by price checking invoices. SFA was encouraged to continue price checks and to include a variety of food and non-food items from the bid in those checks.
1200 - Professional Standards	1217 a. Please describe the frequency (i.e. annually, quarterly, monthly etc.) in which training hours are being tracked. (i.e. entered into a tracking mechanism.)	SFA currently tracks all professional standards hours on paper rosters. SA encouraged SFA to look into electronic tracking resources available at https://www.educateiowa.gov/pk-12/nutrition-programs/professional-standards-school-nutrition .
1400 - Food Safety	1403 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.

Site - Level Technical Assistance Scott County Juvenile Detention Center (8604)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	400 a. Were all required meal components available on every reimbursable meal service line to all participating students prior to the beginning of meal service?	SA encouraged SFA to make sure that students know that they can have milk during breakfast, even if they do not choose to have cereal.

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Org - Level Commendations

Description
AFTERSCHOOL CARE SNACK PROGRAM: The food items served during the observed snack met the requirement as 2 components were offered. • The food production records reviewed show that the snack requirements were met during the review period. • The SFA conducted on-site monitoring. • The “And Justice For All” poster is on display where snacks are served. • The snack count was taken at the point of service and is reasonable when compared to the review period count. Rosters are on file for snacks claimed during the review period.
CIVIL RIGHTS: The FSD provides forms in other languages as needed for Limited English Proficient students. • The FSD works closely with the facility nurse 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. Documentation is on file. • The “And Justice For All” poster is on display in the cafeteria.
FOOD SAFETY: 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 available. • The SFA’s HACCP plan is available on site. • The food service director is ServSafe certified. • Good food safety practices were observed while SA was on-site. • Foods are stored properly.
MEAL COUNTING AND CLAIMING: 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 site had a reimbursable meal at the breakfast, lunch and snack meals observed. • The day of review meal counts were reasonable with the review period counts.
MEAL PATTERN AND NUTRITION QUALITY: The cafeteria has 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. • 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 2 different and approved types of milk to students. • The food service director completed the menu certification worksheets.
PROCUREMENT: The SFA completed the off-site procurement questionnaire. • The SFA has a completed procurement plan that includes a code of conduct and purchasing methods that will be used based on local purchasing thresholds.
PROFESSIONAL STANDARDS: 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.
RESOURCE MANAGEMENT: Records are kept for 3 years plus the current year.
SCHOOL WELLNESS POLICY: The wellness policy contains all of the required elements and has been updated in the past 3 years as required. • The wellness policy and assessment are made available to members of the public if requested.

Site - Level Commendations Scott County Juvenile Detention Center (8604)

Description
Food Safety: Good food safety procedures were observed. • The kitchen and storage areas were orderly and clean. • Food Service workers practiced good gloving procedures. • All staff have had training in food safety.
Water: Free potable water is available to all students for lunch and breakfast.