

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Family Resources Inc (06218601)**  
**June 6-7, 2019**

**Program Year:** 2019  
**Month of Review:** April  
**Lead Reviewer:** Shea Cook  
**Org Representative(s):** Stephanie Hernandez

**Org - Level Findings**

<b>Area</b>	<b>Findings ID</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>	<b>Corrective Action Response</b>
300 - Meal Counting and Claiming	V-0300	Although SFA's counting and claiming procedures have improved dramatically since the last AR, there are still issues with correct meal counts. When SA compared the electronic consolidation sheet with the manual count sheets taken at the point of meal service there were errors. Lunch meals were underclaimed by three meals and breakfast was overclaimed by three meals.	For your response please describe what changes you plan to make to your daily meal count process to reduce the chance for error.	
700 - Resource Management	V-0700	All SFAs are required to have a written procurement plan and code of conduct. SFA has not completed a procurement plan or provided a written code of conduct.	For your response please upload a completed procurement plan and code of conduct for SY20.	
1000 - Local School Wellness Policy	V-1000	Under the final rule of the Healthy, Hunger-Free Kids Act institutions participation in the NSLP are required to conduct a triennial assessment of local wellness policy implementation. There is no documentation to demonstrate that an assessment has been completed. In addition, results of the triennial assessments must be made available to the public.	For your response please submit an assessment of the local wellness policy and explain how you will make the information available to the public once it is complete.	
1200 - Professional Standards	V-1200	Food Service Directors (FSD) are required to have 12 hours of professional standards training per year. Current FSD has only 5 hours of applicable professional standards hours. Additionally, FSD is required to have at least 8 hours of food safety training. Current FSD does not have food safety certificate.	For your response please outline your plan for making sure that the named FSD has the required professional standards hours. Submitted plan must include date when FSD is scheduled to complete food safety certification.	
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	For your response please describe your plan for conducting SFSP outreach.	

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		students who are discharged during the summer and who may not have access to healthy meals.	
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**Site - Level Findings: Family Resources Inc (8601)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Breakfast	V-0300	Meal count sheets are kept in a binder and program staff from each program bring the binder with them to the cafeteria to mark meal counts. Only one of the three program staff in observed in the cafeteria in the morning had their meal count sheet. FSD kept a backup count on food production record, but that is not the procedure that is supposed to be in place.	For your response please describe your plan for making sure that program staff have meal count rosters so meal count can be recorded on the official roster at time of service.	
400 - Meal Components and Quantities - Lunch	V-0400	There is no signage posted to notify students what constitutes a reimbursable meal.	For your response please indicate your plan for posting a daily menu, where it will be located, and who will be responsible for posting the daily menu.	
400 - Meal Components and Quantities - Lunch	V-0400	BBQ Pork served during the targeted review week did not meet the minimum daily requirement for students in 9-12 grade. A 2 oz. portion of BBQ pork was offered, which only credits as .75 M/MA.	For your response please outline how you plan to offer a full 2 oz. portion of M/MA when the BBQ pork sandwich is offered on the menu.	
500 - Offer versus Serve	V-0500	Application packet indicates that offer vs serve (OVS) is used for meal service. On observation students are serve only. OVS is required for students in grades 9-12.	For your response please upload a copy of the request that was submitted to SA for a waiver of OVS for 9-12 grade students.	

**Org - Level Technical Assistance**

Area	Question	Comments
300 - Meal Counting and Claiming	314 Is the SFA following their approved SFA-SA Agreement/application (including POS)?	SA recommended that the when completing the site application for SY20, that the name of the claims preparer be added to the packet information. Currently FSD's name is listed and FSD is not the one who prepares the claims. Including the contact information for claims preparer will make sure that SA has the correct contact information if any questions concerning claims should arise.
300 - Meal Counting and Claiming	316 All Schools for the Review Period	Current daily meal count roster is difficult to read, increasing the likelihood for error. SA suggests marking sheet differently to make it easier to generate a monthly claim count. SA recommends only marking count sheets if students participate in meal service.
700 - Resource Management		Procurement: Technical assistance in completing the written procurement plan was provided. Plan should include all anticipated events with yearly totals. The written procurement plan should be reviewed annually prior to conducting procurement decisions. It is recommended to review the procurement plan

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		<p>annually in March.</p> <p>Micro Purchase:</p> <ul style="list-style-type: none"> <li>• SA provided guidance on micro purchase thresholds and spreading the wealth between a variety of local vendors for micro purchasing.</li> </ul> <p>Small Purchase:</p> <ul style="list-style-type: none"> <li>• Guidance was given on writing specific product specifications in price request documents including but not limited to size, packaging, delivery expectations, equipment needs, etc.</li> <li>• SFA should include estimated annual usage in request for pricing in order to get best pricing.</li> <li>• SA shared electronic resources for small purchases.</li> <li>• SA explained that there are a number of required federal terms and conditions that must be included with vendor contracts based on total value of contract. SA also shared electronic resources where the terms and conditions are located.</li> <li>• SA advised that when requesting milk pricing from vendors SFA may also want to request pricing for other dairy products such as yogurt and cottage cheese as dairy vendor may be able to provide pricing that is competitive with prime vendor pricing.</li> <li>• Documentation for all vendor contacts and price comparisons must be maintained.</li> <li>• Vendors should be given a minimum of six weeks to respond to price requests.</li> </ul> <p>Formal Purchase:</p> <ul style="list-style-type: none"> <li>• SA explained the contract management requirements for formal contracts.</li> </ul>
700 - Resource Management		SA explained the purpose of the procurement plan and offered assistance in completing the procurement plan and code of conduct. SA explained how to find purchasing thresholds, what must be addressed in a code of conduct, and when to update the plan annually.
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.)	SA explained the need to track professional development hours for food service staff and that only trainings that were applicable to nutrition and food service count towards the requirement. Professional standards tracking tools that capture all of the required information can be found at the following location: <a href="https://www.educateiowa.gov/pk-12/nutrition-programs/professional-standards-school-nutrition">https://www.educateiowa.gov/pk-12/nutrition-programs/professional-standards-school-nutrition</a> .
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?	FSD indicated that staff outside of nutrition with nutrition responsibilities did complete civil rights training. SA reminded FSD to keep written confirmation of that training.
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 agricultural products were observed in storage - apricots from South Africa. All agricultural products must comply with the buy American provision. If non-domestic agricultural products are accepted SFS is required to keep a log that documents product accepted, date, and reason for acceptance.

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400 - Meal Components and Quantities - Breakfast	404 a. Is there signage explaining what constitutes a reimbursable <b>breakfast</b> to students for all applicable grade groups?	There is no signage explaining what constitutes a reimbursable breakfast. This requirement was a corrective action for lunch meals. The requirement can be addressed and corrected with the lunch finding.
400 - Meal Components and Quantities - Lunch	409 Review production records and other supporting documentation.	Food production records (FPR) for review month did not reflect a difference between the amount prepared and the amount served. FPRs should reflect accurate amounts served. SA gave guidance on completing FPRs. Additionally, a webcast that explains the requirements for FPRs can be found at the following location: <a href="https://educateiowa.gov/pk-12/nutrition-programs/team-nutrition/school-nutrition-staff-training-webcasts">https://educateiowa.gov/pk-12/nutrition-programs/team-nutrition/school-nutrition-staff-training-webcasts</a>
400 - Meal Components and Quantities - Lunch	409 Review production records and other supporting documentation.	SA offered suggestions on increasing M/MMA for the menued item that was short the daily requirement for 9-12 students.
1400 - Food Safety	1405 a. In the comments section, list the dates of the two (2) most recent food safety inspections.	SFA indicated that a second request for an inspection was made via phone call. SA suggested that FSD ask for second inspection via email and keep a copy of the email to document the request.
1400 - Food Safety	1408 Were the selected relevant temperature logs available for review?	There were no temperature logs available for the dish machine. SA advised that temp logs for the dish machine should be maintained on file just as they are for all refrigerators and freezers.

**Org - Level Commendations**

Description
CIVIL RIGHTS: The FSD provides forms in other languages as needed for Limited English Proficient students and families. • 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. • 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 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: All students at the selected site had a reimbursable meal at the breakfast and lunch meals observed. • The day of review meal counts were reasonable with the review period counts.
MEAL PATTERN AND NUTRITION QUALITY: 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, 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.
PROFESSIONAL STANDARDS: Training hours are tracked for all staff with school nutrition responsibilities. • Civil rights training was provided to staff with school nutrition program responsibilities. • Documentation is on file for all training received.
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.

**Site - Level Commendations Family Resources Inc (8601)**

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