

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Patrick School-Anamosa (02348000)
November 5-6, 2019

Program Year: 2020
Month of Review: September
Lead Reviewer: Sandra Fiegen
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	When using the DC lists or E look up, the school must maintain the documentation on file. No DC, potential or E look up lists were maintained.	In your response, please indicate who will be responsible for obtaining information from the portal at a minimum twice monthly, and where the E look up, DC, or potential eligibility lists will be maintained.	
200 - Verification	V-0200	Verification has not begun for current year. Verification may be completed late.	The timelines and procedures for completing verification each year are distributed via memo, and an annual webinar is conducted with all SFA invited. In your corrective action response, please indicate how you will ensure that verification is completed correctly and in a timely manner. Please include who will be responsible to complete the activity and where the documentation will be maintained.	
800 - Civil Rights	V-0800	No public release was sent to the local news media as required.	In your response, please indicate where you will find the public release, where and when it will be sent to a local media, and how you will document that this was completed.	
800 - Civil Rights	V-0800	The complaint procedure does not include the USDA required steps or documentation.	In your response, please indicate the process you will use to receive a complaint under USDA requirements. For information, please see the nondiscrimination statement.	
1000 - Local School Wellness Policy	V-1000	On the school's website, the item 'wellness regulation' contains goals, and the rest of the wellness policy is listed separately. Please note that both parts are the whole body of the wellness policy, which should also contain a date of implementation and a date of review. Also, the wellness policy must be assessed and the assessments made public.	Please review the resource on the school wellness webpage titled 'school wellness policy checklist' and revise the policy as part of committee work. Also as part of the committee work, complete an assessment of the current policy, and repost the correct policy all together, and also post or distribute the assessment to all of the school community. In the response here, please indicate when the wellness committee will meet, who the members are, and when the assessment will be completed and posted or distributed.	

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1200 - Professional Standards	V-1200	Administrative, secretarial and teaching staff that complete required foodservice related duties must receive training applicable to the work that they do.	In your response, please identify the job duties of the principal, the school secretary, the bookkeeper, and the teaching staff, and the training that they will complete within the next few months. Please indicate an approximate month that the training will be completed, and the method of training. If the person will view a webinar or a web-based tutorial, please note the name of the item. Resources are available at several places in the Nutrition Programs website, and especially at 'Learning Tools' and 'Educational Events' accessed via the links on the left side of the page at https://educateiowa.gov/pk-12/nutrition-programs . Also attached in this corrective action area is a resource that may help in identifying the specific duties, and a chart you can use to complete this corrective action.	
1400 - Food Safety	V-1400	The HACCP plan is not complete. SOP's are available but many other elements are not. The HACCP guidance is attached to this corrective action.	In your response, attach the index of your complete HACCP plan. See the sample in the guidance manual. Also indicate when you will have all parts of your HACCP plan completed.	
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	Financial management requirements, including completing the 18-19 annual financial report, are not completed, training in financial management is not completed.	Several resources were discussed, as well as an upcoming webinar, on the financial report and nonpublic requirements. In your corrective action plan, please indicate who will participate in the webinar, and other resources that will be reviewed to update knowledge in USDA child nutrition program management. Webinar registration and other resources are located at https://educateiowa.gov/pk-12/nutrition-programs , under 'education events' and 'learning tools'. Additional information on procurement is also available in these areas, and the school is highly encouraged to participate in these trainings also.	
RMCR - Revenue From Nonprogram Foods	V-RMCR	At the time of review, it appears that 'snack milk' is not being paid for or accounted for as expense and income to the foodservice account.	Each half pint of milk should be paid for as an a la carte purchase by each child and be tracked through use of the child's powerschool account, or another method whereby the child's family pays for exactly the number of half pints that they receive. Several methods to accomplish this were discussed onsite. In your corrective action response, please indicate how you will track the expense and income for the 'snack milk' and how the milk will be paid for.	

Site - Level Findings: St Patrick School (8102)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

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Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	107 a. When and how are households notified of students' certified eligibility?	when a paper application is received, be sure to note the date in the 'date received' space.
200 - Verification	215 a. Did the SFA complete verification by November 15?	If you are unable to complete the verification process prior to November 15, you must request an extension, please contact the state office at 515-281-5356.
300 - Meal Counting and Claiming	303 How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)?	Cashiers and substitute cashiers need annual training on the procedure to follow to complete an accurate daily meal count. We discussed what this means.
300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations:	We discussed what alternate creditable meals are. In order to serve an alternate meal to a child who has no funds to pay for the regular meal, it must be available to all students as a choice so that the student receiving the meal is not identified simply because of the food.
800 - Civil Rights	805 What procedures are in place for accommodating students with disabilities?	We discussed the student with lactose intolerance, and how to accommodate needs. Currently he is not eating school meals, and has not been contacted to see what steps can be made to provide foods needed.
1100 - Smart Snacks	1100 What are the SFA's food sale policies?	As discussed onsite, food sale policies refer to all food and beverage items that students can purchase that are not part of the lunch meal. Second milk, second entrée, etc. need to be referenced in the food sale policy and how they will meet the smart snacks regulations is part of the policy.
1100 - Smart Snacks	1103 Who is responsible for tracking Smart Snacks compliance at the:	As discussed, the food service director and others involved with food or beverage sale must read and review the Smart Snacks regulations found at https://educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition/smart-snacks-school .

Site - Level Technical Assistance St Patrick School (8102)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	403 a. Was fluid milk available in at least the two required varieties throughout the serving period on all meal service lines?	Milk must be available in two different varieties. Skim Chocolate and Skim White are different flavors but not different varieties. During the review, we discussed needing to serve 1% white or chocolate and a skim item, as two different varieties.
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	We discussed how to completely fill out a food production record, including the amount of food prepared and leftover for each item that is part of the meal.
600 - Dietary Specifications and Nutrient Analysis		We discussed the types of documentation required, and specifically standardized recipes. Every item prepared from ingredients must have a standardized recipe on file that is specific to the school's use, including serving sizes and component contribution information. We also discussed the difference between volume measurement and weight measurement and determining when either is appropriate.
1400 - Food Safety	1407 Was the SFA's written food safety plan implemented?	Time-Temperature Food that is served as part of the reimbursable meal to a student cannot be saved for reservice in another meal when not held in

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		temperature control. Please ask the sanitarian listed on your inspection report for further guidance in this area.
Dietary Specifications Assessment Tool - Lunch	25 Larger portions and/or bonus items and/or seconds are offered (offering portion sizes that are inconsistent with the planned menu). Entrées sold a la carte are exempt.	While onsite, we discussed how offering larger portion sizes or bonus items is discouraged.

Org - Level Commendations

Description
Documentation was provided to show that professional development for the foodservice director is being completed. Other persons who complete required duties will also be tracked as they complete training.
Eligibility is kept confidential, and free or reduced price meals are extended to all members in the household.
Food Production Records and menus were on file for all meals claimed for reimbursement for the review period.
Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of September were accurate and complete.
Rollover eligibility determinations were removed if the household did not apply within thirty days of the school year.
Signage was posted explaining what constitutes a reimbursable meal. A monthly menu is also posted on a colorful message board.
Students had a sufficient amount of time to eat after receiving meals. Menus included many homemade entrees, and a wide variety of food items are planned, including fresh vegetables as often as possible.
The current application form and guidelines were used, distributed to parents in the month prior to school, and the application was correctly determined.
The food service staff were positive, happy and eager to visit with the students, and displayed pride in the important work that they are completing each day. The foodservice director remarked how much she enjoys visiting with the children and often sits with them while they eat.
The SFA effectively utilizes its USDA entitlement for commodities, and participates in a group purchasing organization which keeps food and supply costs lower.
The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months.

Site - Level Commendations St Patrick School (8102)

Description
see commendations above