

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Woodward Youth Corporation - Forest Ridge (71108601)**  
**Date of Review: May 14<sup>th</sup> – 16<sup>th</sup>, 2019**

**Program Year:** 2019  
**Month of Review:** April  
**Lead Reviewer:** Donna Matlock  
**Org Representative(s):** Jen Sievert

**Site - Level Findings: Forest Ridge Youth Services (8601)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Lunch	V-0300	Meal count totals by category are not combined and recorded correctly.	State how RCCI will ensure the accuracy of meal counts when filing claims.	

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

**Site - Level Technical Assistance Forest Ridge Youth Services (8601)**

Area	Question	Comments
1700 - Afterschool Snack	1704 a. Are snacks being properly counted and claimed?	Claim is off by one (1) number and should be 1161 for meal count. SFA has 1162 for meal count. SA shared the CACFP meal count excel worksheet for accuracy as the SFA uses rosters to check off names as students receive meals.

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**Org - Level Commendations**

<b>Description</b>
<ul style="list-style-type: none"> <li>• Benefit documents, as well as all paperwork, were very well organized. • All applications were signed and dated by the household member and the SFA, were complete with SSN’s and case numbers. • Access to benefit information is correctly limited. • Eligibility is kept confidential. • The RCCI has a back-up system for benefit issuance documents and system.</li> </ul>
<ul style="list-style-type: none"> <li>• Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of April were accurate and complete. • Point of Service (POS) counts and filed claims appear accurate. • Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period. • All students selected a reimbursable meal without having a prompt to select a ½ cup of fruit or vegetable as one of the three required components.</li> </ul>
<ul style="list-style-type: none"> <li>• The “And Justice for All” civil rights poster was posted in the cafeteria. • The district has taken reasonable steps to ensure access to services are offered for Limited English Proficient households. • Annual civil rights training was provided to food service staff and documented. • The district has taken reasonable steps to ensure that students with special dietary needs are adequately accommodated and that proper documentation is on file. • Ethnic/racial information is collected and the form is completed. • No discrimination was observed.</li> </ul>
<ul style="list-style-type: none"> <li>• The district has a current wellness policy on file. • The SFA’s wellness policy was reviewed and revised on January 30, 2018. • There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity. • The wellness policy and the most recent assessment of the policy are available to the public via website. • The SFA completed an assessment of their wellness policy on March 28, 2019. • The following individuals’; board members, staff, executive director, FSD, nurse are involved in reviewing and updating the LWP. • Potential stakeholders are made aware of their ability to participate on the wellness committee, and all required stakeholders participated.</li> </ul>
<ul style="list-style-type: none"> <li>• The Resource Management section of the Off-Site Assessment tool was completed on time. • Financial records that were reviewed, indicated appropriate and allowable expenditures. The district has a sufficient system of safeguards and accountability practices in place to ensure the safety of the account. • There were no unresolved findings from the previous Administrative Review or from a state audit. • The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months. • No indirect costs are charged to the food service program. • Money is not transferred out of the account to support other programs. • The SFA effectively utilizes its USDA entitlement for commodities. • Reports are filed on time, and all records are maintained for at least three years plus the current year.</li> </ul>

**Site - Level Commendations Forest Ridge Youth Services (8601)**

<b>Description</b>
<ul style="list-style-type: none"> <li>• The Food Service Director (FSD) does a wonderful job of menu planning and offering choices. The numerous choices increases participation and provides opportunities for each child to find meal components for lunch that they will eat. • All meal components were available at the beginning of meal service on the days of observation and throughout meal service. • All meals observed met at least the minimum daily requirements. • Menus met weekly and daily meal pattern requirements for each age/grade group within the district and within each building. Documentation indicated that foods purchased and food production ensured meals contained the required components and quantities. CN labels and Manufacturer’s Statements, as well as nutrition facts and ingredient labels used for producing meals were on file. • A variety of entrees, fruits, and vegetables were offered throughout the review period for</li> </ul>

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lunch, and included many fresh fruits and vegetables. Daily multiple choices of fruits and vegetables encourages student consumption. The SFA provides a Fruit-Vegetable Bar that encourages students to select a reimbursable meal. • Menus included many homemade entrees, and standardized recipes are used for food production. • Free potable water is available to all students for lunch (in each location where lunches are served during the meal service) and for breakfast (when breakfast is served in the cafeteria)? • Offer vs. Serve (OVS) was being implemented properly. All students observed selected ½ cup of fruit and/or vegetable. Students have the option to decline any one or two of the five components. • At least two types of milk are offered. • Many low fat and low sodium food items were observed in storage. • Students had sufficient amount of time to eat after receiving meals. • Signage was posted explaining what constitutes a reimbursable meal at both breakfast and lunch. A monthly menu is also posted. • Food service staff was polite and respectful to students, other staff, and each other. • Nutrient analysis was not required.

• The Food Service Director completed the USDA menu worksheets for the week of April 1st-5th, 2019 for breakfast and lunch at the Woodward Youth Corporation. The worksheets showed the serving portions and component contributions meeting the meal pattern. • The Food Service Director also completed the Dietary Specifications Assessment tool for breakfast and lunch which indicated that Woodward Youth Corporation is at low risk for (non)compliance with Dietary Specifications regulatory requirements. • Some practices that help improve the nutrition quality of the school meals include: only using low-fat or fat-free milk for student consumption and in menu recipes, controlling the portion sizes of condiments, offering some reduced-fat, low-fat and fat-free salad dressings, using frozen vegetables in place of canned, limiting grain-based desserts to no more than 2 oz. eq. per week and draining fat from browned meats.

• The SFA has a district-wide written Food Safety plan that includes all required elements. A copy of the written plan was available at the site(s) reviewed, and Standard Operating Procedures, SOPs, have been implemented in each kitchen. • The latest Health Inspection Report was posted in a publicly visible location. • Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, dishwasher, and thermometer calibration. • The kitchen and storage areas were orderly and clean. • Food Service workers wore proper hair restraints and practiced good gloving procedures. • Good food safety procedures were observed. • FSD is very organized and training is done annually on SOP's.

• The staff training agenda covered many important topics and shows a commitment to ensure food program compliance. • All nutrition staff have obtained the required training for SY 2019. • FSD tracks all staff members training and documents of certificates.