

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Durant Comm School District (19260000)
February 13-14, 2018

Program Year: 2018
Month of Review: December
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	Of the 153 eligibility determinations reviewed, three students were receiving reduced price benefits when they were eligible for free based on direct certification in November and two students were approved for free based on an incomplete application (missing the SSN information)	In your corrective action response, please indicate the date you obtained the SSN information for the two applications that were incomplete and the date that the eligibility for the family receiving reduced was changed to free and notification was sent. Also, please indicate your action plan for discovering why the direct certification in November did not change the status of the reduced eligible family to free status, and how you will ensure that this does not happen in the future.	
700 - Resource Management	V-0700	Individual staff and student groups are using the school foodservice vendor accounts for purchasing food items for resale or personal use.	The school foodservice vendor contracts are established for the school foodservice business related to reimbursable meals or a la carte sold by foodservice directly to students or adults. Any other group (such as concessions or other groups) must establish their own relationship with the vendors, and the funds must not pass through the school foodservice accounts. In your corrective action, please indicate your plans for ceasing this activity and notifying the groups and individuals of their options.	
700 - Resource Management	V-0700	All student a la carte sales are tracked by student account, but some teacher/adult sales are not.	All staffpersons in the district must have an account for purchasing any meals or a la carte from school foodservices in order to track cash sales correctly. In your corrective action response, please indicate how you will ensure that all adult staff in the district have an account.	
700 - Resource Management	V-0700	Indirect costs were charged to the school foodservice account through the district business office as indicated in the financial report. The foodservice director is unaware of the additional expenditures or other account activity that may be happening at a district level and not authorized by her.	Obtain a year-end balance sheet for last school year, and identify the indirect costs charged against foodservice funds. Compare the bookkeeping records maintained in the foodservice office with the financial statement online which is built on the certified annual report submitted by the district business office, and clarify areas of inconsistency. In your corrective action response, please indicate your plans for ensuring that all expenditures from the school foodservice funds are identified and are approvable expenses. To learn more	

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			about what can be considered indirect costs, please see the two attachments posted in the review attachment section.	
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Site - Level Findings: Durant K-12 (0418)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	110 Does the SFA use the direct certification notification letter provided by the State agency?	Direct Certification notification letter must be approved by our bureau prior to use if the state supplied prototype is not in use.
100 - Certification and Benefit Issuance	126 Are the correct conversion factors used when processing applications that indicate more than one income frequency? If NO, explain.	Explained the use of the ICAVES annual income tab, and the verification summary tab.
100 - Certification and Benefit Issuance	128 Is household notification of denied benefits consistent with FNS requirements? If NO, explain.	Encouraged consistent information about hearing official and the various places (IowaCNP, notification letters, etc) that this information is noted.
100 - Certification and Benefit Issuance	130 Does the direct certification list utilized by the SFA:	Encouraged adding the sibling names (that did not show up on potential, etc) to the direct certification list when that information is known at the district level.
200 - Verification	205 a. Did the SFA complete verification?	Encourage reviewing the verification requirements prior to beginning the process, and to choose, notify the verification sample as soon after October 1 as possible in order to allow them ample time to respond and allow ample time for district to send reminder if needed.
1000 - Local School Wellness Policy	1000 Provide a copy or appropriate web address of the current Local School Wellness Policy.	Local wellness policy must contain additional information. Please see attachment in the review attachment area, and available at https://www.educateiowa.gov/pk-12/nutrition-programs/school-wellness#Regulation_Compliance_Tools .
1100 - Smart Snacks	1100 What are the SFA's food sale policies? List all types of food/beverage sales to include the selling of non-food items in combination with food items.	Clarified that the definition of the school day is midnight through 30 minutes past the end of the school day and not 30 minutes prior to the beginning--30 minutes past.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements? If NO, identify which elements are missing.	HACCP plan has not been updated for many years. Original guidance materials are available and food service director has attended the HACCP boot camp conducted by ISU. Discussed the additional updating that needs to be completed and encouraged updating the HACCP plan this summer.

Site - Level Technical Assistance Durant K-12 (0418)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast		Highly encourage more students to self-serve as much as possible, which would include at least most of the fruit and vegetables. Currently the high school serves themselves but it is possible for all children who can manage

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		the serving utensils and counter height (grades 4 and up possibly) to self-select.
400 - Meal Components and Quantities - Breakfast	404 a. Is there signage explaining what constitutes a reimbursable breakfast to students?	Signage is available; however, it does not indicate that students can have both juice and fruit. it indicates 'or'. Also, we discussed how signage can be made more visible and clearer for both breakfast and lunch.
400 - Meal Components and Quantities - Breakfast	409 Review production records and other supporting documentation, did all reviewed meals during the review period indicate that all of the required meal components per weekly meal pattern requirements were offered and served to students? If NO, explain any errors identified and the technical assistance provided. Indicate whether the violations identified were repeat violations for the SFA. Record the number of meals observed missing required meal components on the S-1, 15. Record only the number of incomplete meals claimed for reimbursement that will be subject to fiscal action in the appropriate field on S-1, 16.	Encouraged obtaining the full correct label information for meat and grain items used at both breakfast and lunch, for items that are combination foods or have non-reimbursable ingredients (for example, bagels with strawberry filling need a product formulation statement)
400 - Meal Components and Quantities - Lunch	402 Are the minimum daily quantity requirements met for the age/grade group being offered?	Encouraged maintaining on file the menus for breakfast and lunch, preferably with the food production records or with meal planning resources.
400 - Meal Components and Quantities - Lunch	409 Review production records and other supporting documentation, did all reviewed meals during the review period indicate that all of the required meal components per weekly meal pattern requirements were offered and served to students? If NO, explain any errors identified and the technical assistance provided. Indicate whether the violations identified were repeat violations for the SFA. Record the number of meals observed missing required meal components on the S-1, 15. Record only the number of incomplete meals claimed for reimbursement that will be subject to fiscal action in the appropriate field on S-1, 16.	Encouraged writing and completing recipes for all entrees. Recipes need to include not only the ingredients but the necessary food safety information (CCP's, cooling directions, etc) and tailored to the equipment and specific processes completed in the school's kitchen.

Org - Level Commendations

Description
• A variety of entrees, fruits, and vegetables were offered throughout the review period for lunch, and included many fresh fruits and vegetables. Daily multiple choices of fruits and vegetables encourages student consumption
• Access to benefit information is correctly limited. • Free meals are extended to all members in the household.
• Cashiers are trained, and daily edit checks are performed.
• Documentation was available to show that all foods and beverages sold to students during the school day met Smart Snack and Healthy Kids Act standards.
• Reminders and encouragement to participate in the School Breakfast Program are sent out throughout the school year.
• The current application form and guidelines were used, direct certification is downloaded twice a month as required, benefits are accurately and frequently transferred to the POS system, and denied applications were correctly determined.
• The district has a current wellness policy on file. • 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. • Potential stakeholders are made aware of their ability to participate on the wellness committee, and all required stakeholders participated.
• The latest Health Inspection Report was posted in a publicly visible location. There were no critical areas noted on the report.

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- The SFA effectively utilizes its USDA entitlement for commodities.
- The SFA has a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for rewarding, reviewing, documenting and monitoring procurement events, and specifications were well-written and comprehensive.
- The staff training agenda covered many important topics and shows a commitment to ensure food program compliance.

Site - Level Commendations Durant K-12 (0418)

Description
Please see commendations in the organization level area.