

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Camanche Comm School District (09360000)
February 27-28, 2018

Program Year: 2018
Month of Review: January
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	Almost all benefit issuance was completed correctly. Of the 223 benefit determinations made, one child approved for free meals should have been approved for reduced price meals.	In your corrective action response, please indicate how you will double-check the eligibility determinations to ensure all are awarded correctly. At the time of review, the notice to the family was made and the date for revising status was established, so no further notice needs to be shared in corrective action information.	

Site - Level Findings: Camanche Elementary School (0418)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Breakfast signage is not available on day of review.	At breakfast time, there needs to be signage explaining what food items are available for breakfast on that day, and what minimum number of items must be taken for a full meal, along with the reminder that 1/2 cup of fruit or vegetable must be taken. For your corrective action response, please indicate how you will ensure that signage is posted on the line each day prior to breakfast meal service. Additional information about reimbursable meal signage was provided during the entrance conference.	
400 - Meal Components and Quantities - Breakfast	V-0400	Requirements for labels and other documentation for grain/bread items were reviewed. For the sliced bread, per-slice weight does not meet the ounce equivalent minimum; for the oatmeal cookie served as a grain at lunch, enriched flour is listed as the first ingredient and thus this item does not meet whole grain rich requirements.	For more information about whole grain rich requirements, see the grain/bread chart and other items at https://www.fns.usda.gov/healthierschoolday/tools-schools-serving-whole-grain-rich . As corrective action, please reply with your plans to modify the type of sliced bread offered, or modify the serving size so that at least 1 ounce equivalent is served when toast is offered at breakfast or when a slice is offered at lunch. Also, please indicate that you reviewed the resources listed above.	

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Camanche Comm School District (09360000)
February 27-28, 2018

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?	Discussed the notification letter for Direct Certification-Free. Since the system generates the letters, they can be specific to the eligibility awarded (Free letter should not mention Reduced price eligibility). Encouraged modification prior to approval in the future.
200 - Verification	202 Who serves as the confirming official? (Name and/or position title or software used is acceptable)	The bookkeeper cannot be both the determining official and the confirming official for eligibility and verification. Online application in IowaCNP indicates that business manager is confirming official. Explained definition and duties of confirming official.
300 - Meal Counting and Claiming	302 Does the SFA have a backup system to their primary meal counting and claiming system should the primary system fail/not operate?	Discussed the need for a backup system that will count students at point of service by eligibility. Food production records would not do this. Suggested a roster as a back up system.
300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations (as applicable):	Clarified that field trip meals must be counted at the time of meal service at the field trip.
800 - Civil Rights	801 Does the School Food Authority have a Public Release?	Schools are required to submit a public release to a local news outlet. The annual new year memo sent by the bureau includes directions on how to do this, and the public release is located in the download form section of IowaCNP.
800 - Civil Rights	807 a. How does the SFA collect racial/ethnic data?	Explained that race and ethnicity are two different things, and any method used to count must be able to count each child in two separate categories.
900 - SFA On Site Monitoring	900 a. Was the on-site monitoring of breakfast completed prior to February 1st?	Onsite monitoring of the breakfast program at the Elementary did not identify that the point of service medium of exchange process was not correct. Explained what a medium of exchange is and how it is important to use to ensure that the process is protected.
1000 - Local School Wellness Policy	1000 Provide a copy or appropriate web address of the current Local School Wellness Policy.	Local Wellness Policy Committee needs to reconvene and update policy. Assessment must also be completed and distributed or posted to the school community. Resources are available at https://www.educateiowa.gov/pk-12/nutrition-programs/school-wellness , and were shared at entrance conference.

Site - Level Technical Assistance Camanche Elementary School (0418)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	404 a. Is there signage explaining what constitutes a reimbursable lunch to students?	The monthly menu and the generic team nutrition sign are posted, so the requirement to have signage is met; however, the school is encouraged to consider signage that highlights the meal options available, customized at each site for the unique options for that grade level.

Org - Level Commendations

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Camanche Comm School District (09360000)
February 27-28, 2018

Description
• Benefit documents, as well as all paperwork, were very well organized.
• Income was only converted to annual when there was more than one frequency of income.
• SFA on-site monitoring was completed to ensure that all schools are meeting program requirements.
• Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. • 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.
• The And Justice for All civil rights poster was posted in the cafeteria.
• The correct number of applications were verified and were correctly selected from error prone applications.
• 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 SFA effectively utilizes its USDA entitlement for commodities.
• The SFA has a well-written district-wide 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. CCP's are indicated on all recipes reviewed.
• Tracking was provided that documents that the director received the required 8 hours of annual training, managers received the required 6 hours of training, and all other staff have received at least 4 hours of annual training.

Site - Level Commendations Camanche Elementary School (0418)

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.
• 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.
• Breakfast participation was high on the day of observation, and the children were enjoying their meal.
• Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period.
• 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.
• 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.