

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
North Scott Comm School District zz (47840000)
December 17-19, 2019

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

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
200 - Verification	V-0200	The notice of adverse action was sent on the same day that the benefit status was decreased for two verified applications. The notice to verify and the verification results letters were not the SA approved prototype letters.	When a family is determined to not be eligible for the benefit awarded and adverse action is applied, the adverse action must occur no sooner than 10 days from the date of the notice letter. Additionally, the state agency (SA) prototype letters for verification need to be used or the local letters approved prior to use. In your corrective action response, please indicate your plans to ensure that a 10 day time period for adverse action is adhered to, and that the district will use the SA prototype letters.	
300 - Meal Counting and Claiming	V-0300	Daily edit checks of Free, Reduced price and Paid meal counts are not completed at each site as required in 7CFR 210.8.	Three edit checks are required prior to submitting a monthly claim for reimbursement for each site: a daily check completed daily, and two monthly checks. The point of service system assists you in compiling the numbers but cannot do the edit checks for you--this is a human function because you are using critical thinking skills to determine if the numbers reported each day are within normal range, which you also need to determine according to events happening at each building or sickness, etc. While onsite, we discussed the resource that includes directions for completing each edit check. Even if you do not manually move meal counts onto the front page of this resource, the second page (back) indicates what and why an edit check is required. In your corrective action plan, please indicate how you will complete daily edit checks at each site each day.	
600 - Dietary Specifications and Nutrition Analysis	V-0600	As part of the AR planning, one week within the test month was chosen as the test week. All labels, recipes and other documentation was requested to support the portion size and component crediting that was planned for reimbursable meals. Some labels used by the SFA to determine component contributions were not adequate.	Resources were shared with the SFA with regard to accurate and adequate label information, including the FNS website. In your corrective action response, please indicate how you will ensure that each processed grain, meat, or combination food item used in reimbursable meals will be correctly documented with either a Child Nutrition label (not the statement on the manufacturer's sales information), a product	

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			formulation statement, or if using the grain Exhibit A, a reference to that item; an ingredient statement; a recipe; and/or a nutrition facts statement. Attach the product formulation statement or CN label and the ingredient statement for the square cheese pizza slice served on Monday of the review week.	
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Site - Level Findings: Neil Armstrong Elementary School (0445)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Breakfast	V-0300	Cashier had memorized all students, and did not request them to provide a medium of exchange. She said hello to them with a name and they smiled back.	Each student must provide a medium of exchange (they must give something) in order for the cashier to do the next part--to charge their account for the meal. It is not allowed to memorize student identity. In your corrective action response, please indicate how you will ensure that each student gives the cashier something in exchange for their meal. Indicate what the student will give and what the cashier will do. Ensure that each building in the district is requiring students to give a medium of exchange.	

Site - Level Findings: Virgil Grissom Elementary School (0418)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	126 a. Certification and Benefit Issuance Review Method:	Of the sample of 368 eligibility determinations completed, all were approved correctly but the date noted on the application as received or approved by the SFA was not correct for three applications. We discussed the reason for noting the date received, or date approved and steps to ensure it is correctly noted in the future.
600 - Dietary Specifications and Nutrition Analysis		The menu for lunch at each site (elementary, jr or sr high) is posted on the district website, but the breakfast menu is not posted. Please consider posting that menu also. We discussed the fact that it is a two week rotation, but it is still important to share the information with the community.
700 - Resource Management		Procurement procedures were discussed, and we reviewed the parameters around identifying a purchase as a micropurchase, a small informal purchase, or a formal purchase. Several items identified in the offsite

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		procurement questions as a micropurchase were actually a small purchase. Correct documentation was maintained for small and formal purchase procedures.
700 - Resource Management	701 At the end of the SFA's RM review period, did the food service have net cash resources that exceeded three months' average expenditures?	In the financial report tool FY19, there is not an excess of 3 months operating balance, but there is over 2 months. The additional amount that puts them in excess was discovered at the end of FY19. They have equipment purchases planned that are indicated on the 'approved equipment list' for this fiscal year.

Site - Level Technical Assistance Neil Armstrong Elementary School (0445)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	Planned menu quantities far exceed the minimums, and probably do not meet the calorie requirements of breakfast meals. We discussed how to organize the food items or how to offer a variety without offering 10 different items. We discussed the need to educate the students on what the minimum requirements are and to take food that they will consume at the breakfast meal.
500 - Offer versus Serve	501 Has the cafeteria staff been trained on Offer vs. Serve?	We discussed what a minimum meal requirements are for breakfast, and the cashier's role in encouraging the children to take 1/2 cup minimum. 'be sure to take your fruit' is only appropriate when the child has not taken something else already.

Org - Level Commendations

Description
All applications in the sample size were correctly determined, signed and dated by the household member, were complete with SSN's and case numbers, and all applications were determined within ten days. In three applications, inconsistent dating was noted in the SA areas. We discussed using the correct date information in all pertinent areas.
All foodservice staff that were available during the review were conducting their duties in an efficient, effective manner, and seemed to enjoy their interaction with each other and the students. Several of the staffpersons in the schools visited also perform duties outside school foodservice. As noted by the Food Service Director, many go above and beyond the job requirements to be flexible in scheduling for their foodservice duties, or in the activity that they complete each day. They are to be commended in the daily efforts made to provide nutritious meals to the students in their community.
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. The School Business Official and the Food Service Director work together in monitoring foodservice activity, and communicate easily.
Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of November were accurate and complete, and monthly edit checks were documented as required.
Overall, documentation needed to maintain or substantiate program requirements, was very neatly filed and available for the review. This enabled the onsite portion of the review to be completed efficiently.
SFA on-site monitoring was completed to ensure that all schools are meeting program requirements. The monitoring forms completed to date in this school year indicated areas of followup, which may indicate thorough use of the monitoring visit and form.
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.

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The Food Service Director has developed many resources to assist in planning reimbursable meals, including a 'quick reference guide' with labels and information about the food items most commonly used.

The Food Service Director, FSD, does a superior 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. The whole grain resource and Exhibit A within the resource are used on a regular basis. The Healthy Kansas menus and meal planning resources are also used to ensure that meals meet the meal pattern requirement minimums.

The SFA effectively utilizes its USDA entitlement for commodities.

The SFA has a district-wide written Food Safety plan that includes all required elements, and it was recently revised. It included all components of a complete plan and was neatly presented. A copy of the written plan was available at the site(s) reviewed, and Standard Operating Procedures, SOPs, as well as other requirements, were implemented in each site visited.

The staffpersons responsible for approving eligibility or maintaining the eligibility documentation use the priority decision tree for identifying the eligibility reason and for updating the reason when necessary, in their software system so that an accurate count of directly eligible students can be recalled when needed.