

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Mormon Trail Comm School District (45050000)**  
**Dates of Review: 2/21/2017 – 2/23/2017**

**Program Year:** 2017  
**Month of Review:** January  
**Lead Reviewer:** Jean Easley  
**Org Representative(s):** Lori Reed

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	1. One application missing last four numbers of SSN which was corrected during review. No response necessary. 2. "Date Received" must be included on all applications to verify benefits were provided in the required ten days. 3. Benefit Issuance from Point of Service did not accurately list the start date of eligibility for all students.	State your intention to include "Date Received" on all applications. Attach an updated Benefit Issuance list from Point of Service showing the actual date that eligibility began.	
200 - Verification	V-0200	Prior to beginning the verification process, a confirmation review of the application must occur.	State your intentions to provide documentation demonstrating that a confirmation review occurred.	
Resource Mgt Comprehensive Review	V-RMCRF	SY1516 Financial Report in IowaCNP shows Non Program Revenue may not adequately contribute to Non Program Food Cost.	For your response, please submit a revised Non Program Food Revenue Tool.	

**Site - Level Findings: Mormon Trail Elementary School (0418)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Although review week menu meets meal pattern requirements for the elementary school, two recipe component contributions are incorrect. Chicken and Noodles credits for 1 M/MA instead of 1.5. Spaghetti and Meat Sauce credits for .75 Grain instead of 1 Grain as stated on recipe.	For your response, attach revised recipes showing corrected contributions.	

**Org - Level Technical Assistance**

Area	Question	Comments
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1000 - Local School Wellness Policy	1007 For each Off-Site Assessment Tool question (Questions 1000-1006), do the responses provided demonstrate compliance with FNS requirements? If NO, explain.	The Local Wellness Policy is now a final rule requiring districts to revise policies during 2016 - 2017 school year and fully comply with the final rule by June 30, 2017. Mormon Trail CSD's Wellness Policy has been updated, a wellness committee is in place and the policy and assessment is posted for public. Recommend adjusting the policy language to reflect this. A folder of Wellness Policy resources provided. Updated resources, such as outreach materials, are available at <a href="https://www.educateiowa.gov/pk-12/nutrition-programs/school-wellness">https://www.educateiowa.gov/pk-12/nutrition-programs/school-wellness</a>
1200 - Professional Standards	1219 a. Please describe the frequency (i.e. annually, quarterly, monthly etc.) in which training hours are being tracked. i.e. entered into a tracking mechanism.	Recommend using a tracking document listing all staff and their position working in an aspect of the nutrition program. Training logs should include: employees name, position, title of training, KEY Area (refer to learning objectives) training topics, date training completed, creditable training hours. FSD is 12 hours, FT Staff is 6 hours, PT or Outside Nutrition Department is 4 hours and/or Training to Do Their Job. (Civil Rights, Meal Pattern, OvS, JMC).
200 - Verification	209 Does the SFA's verification notification letter include all required information? If NO, explain.	Maintain a copy of verification letters and denied letters to households.
700 - Resource Management		School Food Authorities are required to have a Meal Charge Policy implemented by July 1, 2017 which describes how students without funds in an account and no cash to purchase a meal will be impacted. Shared document providing considerations when developing your local policy.

**Site - Level Technical Assistance Mormon Trail Elementary School (0418)**

Area	Question	Comments
300 - Meal Counting and Claiming - Lunch	325 b. Were the counts by category correctly used in the Claim for Reimbursement?	Recommend printing CLAIMS EDIT CHECK report to double check claim numbers. Maintain with monthly claims.

**Org - Level Commendations**

Description
Certification and Benefit Issuance: Documents were well organized. The current application form was used, direct certification is downloaded twice a month as required, benefits are accurately transferred to Point of Service. All applications correctly determined (or denied), signed and dated by household member and SFA. A hard copy of the Benefit Issuance is printed monthly and organized in a binder as a back-up system as well as Point of Service company provides back up service in the cloud.

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Civil Rights: poster posted in cafeteria, annual training provided to all nutrition staff and documented. The annual Public Release was provided to local media. Students with special dietary needs are correctly documented and accommodated. Ethnic/racial information is collected. No discrimination observed. On-site monitoring completed ensuring both schools meet program requirements. The correct state and federal non-discrimination statements provided on all school nutrition materials.
Meal Counting and Claiming: Point of Service (POS), counts and filed claims for the review month of January appear accurate. There is a POS for all students at the end of the line. Cashier observed to be well-trained, friendly and helpful to elementary student customers. Daily Edit Checks are performed.
No fiscal action is required as result of Administrative Review.
Nutrition Training and Professional Standards: Food Service Director ensures all involved with nutrition program are provided training ensuring all staff can competently complete their jobs, including food safety, nutrition regulations from Meal Pattern to Offer vs Serve and how to complete Food Production Records correctly. Professional Standards are documented.
Procurement Plan for school nutrition was developed. Plan to review and update annually. Use updated template at <a href="https://www.educateiowa.gov/pk-12/nutrition-programs/school-procurement/school-nutrition-procurement">https://www.educateiowa.gov/pk-12/nutrition-programs/school-procurement/school-nutrition-procurement</a> . Continue efforts to organize documentation of procurement events. For additional guidance attend summer short course training 6/21/17.
Verification: One application was verified and all income sources verified one month income. Verification was completed correctly and on time. Determining Official attends annual webinar training. Verification report completed accurately and on time.
Wellness Policy: A Wellness Policy was reviewed in 2016 and an Assessment was documented. There is an active Wellness Committee. The public is made aware of the SFA's wellness policy on the website. Recommend posting the Assessment on the website.

**Site - Level Commendations Mormon Trail Elementary School (0418)**

Description
Environment: Elementary nutrition staff and cashier are welcoming, encouraging and helpful to young student customers at breakfast and lunch. Students had adequate time to eat.
Excellent Breakfast participation.
Food Safety: District and school has a HACCP plan in place. Staff are observed to follow food safety practices. Temperatures are taken and documented on Food Production Records. Temperatures of refrigeration, freezer and dishwasher logs are maintained as required.
Nutrition: January and February menus met all Meal Pattern and Nutrition Requirements. Students may choose fresh Vegetables daily: Romaine, Broccoli, Cauliflower, Red Pepper, Tomatoes, Cucumbers, Carrots. A cycle menu is used and daily Food Production Records are maintained. Offer versus Serve is practiced. All students were observed to have a reimbursable meal. Grades 4 - 6 may return after eating to purchase additional (a la carte) entrée, sides or extra milk. Smart Snack guidelines are met.