

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Riceville Comm School District (55080000)**  
**Date of Review: April 25<sup>th</sup> – 27<sup>th</sup>, 2017**

**Program Year:** 2017  
**Month of Review:** March  
**Lead Reviewer:** Donna Matlock  
**Org Representative(s):** Steve Nicholson

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	3 applications were missing the 4 digit social security numbers and one application determined "free" but SFA missed the child's income, benefits should be "reduced".	Watch the Application Approval on-line tutorial. Attach a copy of training certificate.	The district employee has reviewed the applications and has watched the on-line tutorials. On 8/28/17 watched Part 1 took 1:45 of Approval and Direct Certification Part 1, and on 8/29/17 watched Part 2 Approval and Direct Certification 1:10. There was no certificate to attach.

**Site - Level Findings: Riceville Elementary School (0418)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

**Org - Level Technical Assistance**

Area	Question	Comments
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?	SFA does have records backed up in JMC and if software is down, rosters are used.
800 - Civil Rights	807 a. How does the SFA collect racial/ethnic data?	Discussed with SFA there's a separate racial/ethnic form for data collection on household applications required. The form needs to be completed annually and kept with applications. Form is located in "Download Forms" in IowaCNP.
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.	Provided SFA with a Wellness packet of resources and materials during visit. Policy was provided for review, an assessment was not available to SA. Discussed that assessments and review of policy are required to be visited every 3 years.
1200 - Professional Standards	1210 Did the employees that work outside of the school nutrition program whose responsibilities include duties related to the operation of the school nutrition program receive training applicable to their duties related to the program?	Staff is currently training for POS (point of sale/service) to take over responsibilities from business manager.
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.	Shared with SFA DE's webpage on Professional Standards and training tracking tools.

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Riceville Comm School District (55080000)**  
**Date of Review: April 25<sup>th</sup> – 27<sup>th</sup>, 2017**

1200 - Professional Standards	1221 a. Are there additional employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program?	Staff outside of the food service department is currently being trained in to take over responsibilities and working towards completion of trainings and webinars.
1600 - School Breakfast and SFSP Outreach	1601 How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?	Shared that all SFA's are required to promote the SFSP (Summer Food Service Program) being provided in other areas even if SFA is not offering the program within the community. Discussed putting SFSP link on the district webpage, newsletters, and posters.
Resource Mgt. Comprehensive Review	5 What process did the SFA use to calculate its compliance with the revenue from non-program food requirements in 7 CFR 210.14(f)?	SFA's non-program revenue captured only 10% of 15% non-program food costs. SA shared USDA Non-Program Revenue tool located in "Download Forms" to complete. SFA needs to increase prices to recoup food costs for non-program foods.

**Site - Level Technical Assistance Riceville Elementary School (0418)**

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	403 a. Was fluid milk available in at least the two required varieties throughout the serving period on all meal service lines?	SA shared milk substitute list on DE website. A student was receiving a non-creditable milk substitute.
500 - Offer versus Serve	502 Is there signage explaining what constitutes a reimbursable meal to students including the requirement to select at least 1/2 cup fruit or vegetable? If NO, explain and list the technical assistance provided.	Discussed with FSD about providing additional signage to increase awareness of selections and portion sizes.
1100 - Smart Snacks in School	1105. a. Review 10% of the food and beverages sold during the review month. Do foods and beverages sold to students during the school day (defined as 12am on a day of instruction to 30 minutes after the end of the official school day), including a la carte foods and beverages sold during meal services, meet Smart Snack standards? (Includes food items sold during non-exempt fundraisers) If NO, explain.	Vending is accessible to 6th-12th grade. Some beverages and food items were not compliant for 6th-8th grade, and some food items for 9-12th. (Unsweetened Pure Leaf Black Tea; G2 Gatorade, Fruity Snacks, Grab-n-Go Pringles, Mini Oreos, Uncrustables, Life Water, Vita Ice, Diet Lipton Green Tea Citrus). SA spoke with teacher involved with vending machines. Walked through the product calculator on Alliance for a Healthier Generation webpage. Discussed alternatives to be compliant for 6th-12th and documentation of all products is necessary.
1400 - Food Safety	1402 Is a copy of the written food safety plan site specific and available at each school?	Shared with FSD about updating SOP's (standard operating procedures) and making them relevant to current equipment. Can be used toward training staff annually on food safety.
Dietary Specifications Assessment Tool - Lunch	25 Larger portions and/or bonus items and/or seconds are offered (offering portion sizes that are inconsistent with the planned menu). Entrées sold a la carte are exempt.	Question was misinterpreted. Discussed with new FSD that all left overs taken, students need to be charged a la carte prices.

**Org - Level Commendations**

Description
<ul style="list-style-type: none"> <li>• Benefit documents, as well as all paperwork, were very well organized.</li> <li>• 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.</li> <li>• The correct and current benefit issuance list was available.</li> <li>• All applications were signed and dated by the household member and the SFA, were complete with SSN's and case numbers, and all applications were determined within ten days.</li> <li>• Income was only converted to annual when there was more than one frequency of income.</li> <li>• Rollover applications were removed if the household did not apply within thirty days of the school year.</li> <li>• Access to benefit information is correctly limited.</li> <li>• Free meals are extended to all members in the household.</li> <li>• Waivers are provided to applicants and indicate specific fees.</li> <li>• Eligibility is kept confidential.</li> <li>• The SFA has a back-up system for benefit issuance documents and system.</li> </ul>

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Riceville Comm School District (55080000)**  
**Date of Review: April 25<sup>th</sup> – 27<sup>th</sup>, 2017**

• The And Justice for All civil rights poster was posted in the cafeteria. • Annual civil rights training was provided to food service staff and documented. • A copy of the district's public release was on file, documenting that it was submitted to local media. • The district has taken reasonable steps to ensure that students with special dietary needs are adequately accommodated and that proper documentation is on file. • No discrimination was observed. • The current state and federal non-discrimination statements are provided on all material describing the program including letters, pamphlets, and the school's website.

• The correct number of applications were verified and were correctly selected from error prone applications. • All income sources were verified with at least one month's income, and the process was completed on time. • The application(s) selected for verification were confirmed prior to verification. • The SFA had at least one person attend training.

• 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 is available to the public. • Potential stakeholders are made aware of their ability to participate on the wellness committee, and all required stakeholders participated.

• 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. • The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months. • The Paid Lunch Equity, PLE, tool was completed and prices were increased as indicated by the PLE tool. • The district does not charge indirect costs 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. • A comprehensive review of finances was not required. • Reports are filed on time, and all records are maintained for at least three years plus the current year.

**Site - Level Commendations Riceville Elementary School (0418)**

Description
<p>• 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 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. • Water was available as required. • Offer vs. Serve, OVS, was correctly implemented. 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. A monthly menu is also posted. • Food service staff was polite and respectful to students, other staff, and each other. • The Food Service Director completed the Menu Worksheet(s) for each school selected for review for a specified week during the review period. • Nutrient analysis was not required. • Students may purchase a second entrée and/or a second milk at lunch. Second entrees are correctly documented on production records.</p>
<p>• Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of March were accurate and complete. • Point of Service (POS) counts and filed claims appear accurate. • Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. • Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period. • Cashiers are trained, and daily edit checks are performed. • 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.</p>
<p>• 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. There were no critical areas noted on the report. • 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.</p>
<p>Breakfast: • Signage was posted explaining what constitutes a reimbursable meal. A monthly breakfast menu is also posted. • Offer vs. Serve, OVS, was correctly implemented. Students have the option to decline any one of four items offered at breakfast. • School Breakfast Program, SBP, outreach was sent out at the beginning of the year to inform families of the availability of the program. • Reminders of the SBP were also sent out throughout the school year. • Outreach included announcements, newsletters, the school website, posters, etc.</p>