

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Rose Of Lima School (17018102)
Dates of Review: May 18 and 19, 2017

Program Year: 2017
Month of Review: April
Lead Reviewer: Deb Linderblood
Org Representative(s): Dawn Ruskell

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	The SFA has individuals who have access to the benefit issuance documents who do not have a need to know student's benefit status.	Explain how you will limit the individuals who have access to the benefit issuance documents to those who have a need to know. State the individuals who will continue to have access and their titles.	
200 - Verification	V-0200	During the verification process, the SFA verbally told the household that they would be changed to paid status as the household stated that they would no longer qualify. Consequently, the household was not given the right to appeal.	State your intentions to provide the results of verification to the selected households in writing even if they have been told verbally so as to give them the right to appeal.	
700 - Resource Management	V-0700	The SFA has not completed the Financial Report on IowaCNP for school year 2015-2016.	Complete the Financial Report on IowaCNP for school year 2015-2016. State your intentions to complete this report each year by the end of September.	
700 - Resource Management	V-0700	The SFA has not completed their Procurement Plan for School year 2017-2018.	Complete and attach your Procurement Plan for School year 2017-2018.	
800 - Civil Rights	V-0800	The Determining Official has not had civil rights training in School Year 2016-2017.	Complete civil rights training and attach a sign-in sheet showing the date, time and signature indicating completion of the training.	
1000 - Local School Wellness Policy	V-1000	March 28, 2017 SIAC meeting documentation states that the committee looked at the wellness policy to determine what goals have been met and which ones still need to be worked on. The committee listed some steps that have been taken to meet their goals and had some additional steps they would like to take. TA provided that each individual goal should be listed on the Building Progress Report, indicate if the goal is fully in place, partially in	Complete and attach the School Wellness Policy Building Progress Report listing each of your individual goals and the progress that has or has not been made to date on each goal.	

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		place or not in place and then for the specific goal list steps that have been taken to implement the goal and what the next steps are to be taken to fully implement or expand the goal.		
1200 - Professional Standards	V-1200	The newly hired Food Service Director does not have a training plan.	Develop and attach a training plan showing the training the new Food Service Director will obtain over the next year.	
1200 - Professional Standards	V-1200	The Food Service Director has been keeping training certificates but has not been tracking professional training. TA was provided on where to find tracking tools.	Complete and attach a tracking tool showing the professional training that has been completed by each of the food service staff and the determining official for school year 2016-2017.	
1400 - Food Safety	V-1400	The SFA has the start of a food safety plan which has a table of contents listing numerous Standard Operating Procedures however there were not any procedures.	Finalize and attach the table of contents in your Food Safety Plan to have the standard operating procedures that apply to your facility. Develop and attach three completed standard operating procedures that will become part of your food safety plan. State your intentions to have your Food Safety Plan completed within the next year.	
Resource Mgt Comprehensive Review	V-RMCRF	The SFA is currently charging the nutrition account for rent for the kitchen space they use in the parish center. An indirect cost rate is not being used to determine the amount to charge.	Determine and state below the indirect cost rate you will use to make a fund transfer from the nutrition account to the parish fund for the space used by nutrition in the parish center. State your intentions to apply the indirect cost rate to only these expenses: Food Service Labor, food service supplies (not food) and job related travel for food service staff. For additional guidance go to: https://www.educateiowa.gov/sites/files/ed/documents/1213_ic_guidance_nonpubandrcci.pdf	
Resource Mgt Comprehensive Review	V-RMCRF	The SFA completed the USDA nonprogram revenue tool however the revenue and cost from adult meals was not included in the calculations.	Complete and attach the USDA nonprogram revenue tool including 2nd milks and adult meals. If the tool indicates that additional nonprogram revenue is needed, state how you will bring in additional nonprogram revenue.	
Resource Mgt Comprehensive Review	V-RMCRF	The SFA currently has net cash resources that exceed 3 months average expenditures. If SFAs have a surplus of over 3 months of average expenditures on hand they agree to: a. Lower the price of paid lunches (apply for a PLE waiver) b. Improve food quality; c. Make other improvements to the school meals operation.	Describe how you will spend down the excess operating balance in the nutrition fund and state your intentions to request a Paid Lunch Equity (PLE) waiver.	

Site - Level Findings: St Rose Of Lima School (8102)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1400 - Food Safety	V-1400	Food products were found sitting on the floor of the freezer.	State your plans for making sure all food items are stored at least 6 inches off of the floor in the freezer.	

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Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		Instructions were provided on how to complete the Procurement Plan. Discussed that the SFA needs to project how much they will probably spend on their various food products in 2017-2018 and then determine the purchasing method they will use.
800 - Civil Rights	803 What is the SFA's procedure for receiving and processing complaints alleging discrimination within FNS School Meal Programs? If procedures are written, provide a copy.	TA provided that the SFA needs to have a procedure for receiving and processing complaints alleging discrimination in the nutrition program. Showed the Food Service Director the State Agency's prototype that can be used.
800 - Civil Rights	805 How are students with special dietary needs accommodated?	TA provided on where to find the State Agency's Diet Modification Form. Discussed with the Food Service Director that if a student needs a diet modification the household should have this form completed by an Authorized Medical Authority. If the form indicates that the student has a disability then the SFA is required to make the diet modifications. If it is not a disability it is not required to make accommodations but are encouraged to if possible.
1000 - Local School Wellness Policy	1003 a. Who is involved in reviewing and updating the Local School Wellness Policy?	SFA currently has administration, parents, PE teacher, students, and general public on their Wellness Committee. Recommended that the Food Service Director also be included on the committee.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements? If NO, identify which elements are missing.	TA provided on how to find sample Standard Operating Procedures on the Institute of Child Nutrition web site. Discussed that the procedures need to be revised to reflect the SFA's actual practices.

Site - Level Technical Assistance St Rose Of Lima School (8102)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	TA provided that if students find it difficult to consume 3/4 cup of one vegetable every day (especially vegetables that are not well accepted) that a recommendation would be to serve 1/2 cup of one vegetable and 1/4 cup of another vegetable. This would expand the types of vegetables the students are served each day and hopefully cut down some on food waste.
1400 - Food Safety	1404 Is the most recent food safety inspection report posted in a publicly visible location? If NO, explain.	TA provided that a copy of the food safety inspection must be posted in a publicly visible location. This was done while the State Agency was on-site.

Org - Level Commendations

Description
Certification and Benefit Issuance: Benefit documents were very well organized. The current application form and guidelines were used, Elookup is used to directly certify as many students as possible, benefits are accurately and frequently transferred to the POS system, and denied applications were correctly determined. Each application is confirmed for accuracy by a second person. All applications except one were correctly determined, signed and dated by the household member and the SFA, were complete with case numbers, and all applications were determined within ten days. Income was only converted to annual

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when there was more than one frequency of income. Rollover applications were removed if the household did not apply within thirty days of the school year. Waivers are provided to applicants for the Back Pack Program.
Civil Rights: The And Justice for All civil rights poster was posted in the entrance to the cafeteria, services are offered for Limited English Proficient households, annual civil rights training was provided for food service staff and documented. The SFA submitted the annual Public Release to the local media. Ethnic/racial information is collected and the form is completed. No discrimination was observed. The correct state and federal non-discrimination statements are provided on all material describing the program.
Procurement: The SFA has a 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. The SFA also has a written Code of Ethics/Conduct which includes conflicts of interest, accepting items of monetary value, and disciplinary actions.
Professional Standards: The newly hired Food Service Director meets the hiring standards. All nutrition staff and the Determining Official have obtained the required training for School Year 2016-2017.
Reporting and Record Keeping: Reports are filed on time, and all records are maintained for at least three years plus the current year
Resource Management: All expenditures that were reviewed appeared allowable. The SFA has a separate financial account for the nonprofit school food service. The Paid Lunch Equity, PLE, tool was completed and prices were increased as required. Money is not transferred out of the account to support other programs. The SFA effectively utilizes its USDA entitlement for commodities. This review did not result in any fiscal action being taken.
Smart Snacks: Students are not able to purchase foods via a la carte sales or vending machines.
Summer Food Service Program Outreach: The SFA has sent flyers home with all students informing them of the Summer Food Service Program and how to locate available sites.
Verification: The correct number of applications were verified and were correctly selected from error prone applications. The application selected for verification was confirmed prior to verification. The process was completed on time. The SFA had one person attend training. The verification report was completed accurately and on time.
Wellness Policy: The SFA's wellness policy was reviewed and revised on October 17, 2016. The public is made aware of the SFA's wellness policy via the website. The following individuals are involved in reviewing and updating the Wellness Policy: Administration, Teacher, PE Teacher, Community, Parents and Students. Potential stake holders are made aware of their ability to participate in the Wellness Committee. The SFA completed an assessment of their wellness policy on March 28, 2017. There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity.

Site - Level Commendations St Rose Of Lima School (8102)

Description
Food Safety: The SFA has started to develop a written Food Safety plan. Temperature logs are maintained for refrigerators, freezers, food served, and the dishwasher. Good food safety procedures were observed. Nutrition staff and student workers used gloves appropriately and hair was restrained. The kitchen and storage areas were orderly and clean. Sneeze guards are used to protect food while it is being served.
Meal Components and Quantities: The Food Service Director does a god job of menu planning. All meal components were available at the beginning of meal service on the days of observation and throughout meal service. All meals observed met the minimum daily requirements. Documentation indicated that foods purchased and food production ensured meals contained the required components and quantities. Standardized recipes which state the contributions are used. 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 are offered throughout the month—including many fresh fruits and vegetables. At least two types of milk are offered. Many low fat and low sodium food items were observed in storage. Students had sufficient of time to eat after receiving meals. A nutrient analysis was not required.
Meal Counting and Claiming: Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of April were accurate and complete. Point of Service counts and filed claims appear accurate. JMS is used as the school's POS system. Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. Food Production Records were on file for all meals claimed for reimbursement for the review period. Edit checks are performed.
Nutritional Quality of School Meals: The Food Service Director completed the USDA menu worksheets for the week of April 3-7, 2017. The worksheets showed that all meal components and vegetable subgroups were provided. The Food Service Director also completed the Dietary Specifications Assessment tool which indicated that the school is at low risk for noncompliance with Dietary Specifications regulatory requirements. Some practices that help improve the nutrition quality of the school meals include: only using low-fat or fat-free milk for student consumption and in menu recipes, controlling the portion sizes of condiments, offering some reduced-fat salad dressings, using frozen or low sodium vegetables, limiting grain-based desserts to no more than 2 oz. eq. per week and draining fat from browned meats.
Offer vs. Serve: Offer vs. Serve is not used. All students observed selected all five meal components. There is signage explaining what five components are being served.
Water: Free potable water is available to all students for lunch via a water fountain that is just outside the doors to the cafeteria.

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