

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Thomas Aquinas School (68678102)
February 7 – 8, 2017

Program Year: 2017
Month of Review: January
Lead Reviewer: Christine Crow
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	All free/reduced applications should be dated the day received to ensure processing within the 10 day allotted time frame. Although all applications had a dates for both staff and parent signatures, they didn't contain a received date. Technical assistance provided.	Confirm that the determining official will listen to the Iowa Application Approval and Direct Certification Training webinar next year and begin to include a received date on all applications going forward.	
800 - Civil Rights	V-0800	Schools are required to send the public release to their local media outlet every year prior to the beginning of the school year to inform the community that the school participates in the National School Lunch and Breakfast Program. The school sent the public release to the families who currently attend the school, but not to the local media. Technical assistance provided.	Describe where and when the public release for the 2017-2018 school year will be sent and who will send it.	
800 - Civil Rights	V-0800	The menu does not contain the non-discrimination statement. All program materials must contain the most current non-discrimination statement. If the material does not allow for the entire statement, the abbreviated statement can be used. Go to the following website for the most current non-discrimination statement: https://www.educateiowa.gov/pk-12/nutrition-	Submit a copy of the menu with the non-discrimination statement.	

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		programs#Federal_Civil_Rights_Statement Technical assistance provided.		
1000 - Local School Wellness Policy	V-1000	Schools are required to assess their implementation of the goals written in the Local School Wellness Policy at least once every 3 years. The assessment of the goals must be made available to the public. As evidenced by the committee meeting minutes, the school is doing many activities to support the health and wellness of their students, staff and community. Schools must compare those activities to the goals written within the policy to ensure that all policy goals are being addressed. Technical assistance provided. The Local School Wellness Policy is required to be reviewed at least once every 3 years. The date on the policy states that it was last reviewed in January 2014. The Wellness Policy leader reported that the wellness policy will be reviewed in March 2017 at the next committee meeting. Technical assistance provided.	Describe how the wellness committee will assess the implementation of the wellness policy goals and how the assessment will be made available to the public. Submit a copy of the revised policy after the March 2017 wellness committee meeting.	
1200 - Professional Standards	V-1200	Per the professional standards training requirements, the food service director is required to have 12 hours of professional standards training hours annually. Currently the food service director has 4 hours. Technical assistance provided.	Submit your plan for obtaining the additional 8 training hours (12 hours total are required) for the 2016-2017 school year. Include what trainings you will do, the tentative date that the training will be obtained and hours provided.	
1200 - Professional Standards	V-1200	The School Food Authority does not currently track training hours for staff with school nutrition program responsibilities. Training hours for the food service director, authorized representative and all cashiers must be included in the tracking tool to ensure that all staff receive their required number of training hours. Technical assistance provided.	Submit a written plan for documenting, tracking and organizing the continuing education for all staff with school nutrition responsibilities. Attach a copy of the professional standards tracking tool completed for this school year.	
1200 - Professional Standards	V-1200	The authorized representative and the cashiers are required to receive 4 hours of professional standards training annually,	Submit a plan describing the training plan for the authorized representative and cashiers. Include training topics and	

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		including civil rights training. All other training should be applicable to their job responsibilities. For example, the cashiers must be trained on what a reimbursable breakfast and lunch meal consists of and the requirements for offer versus serve. The School Food Authority did not have documentation on file to show that the authorized representative or cashiers received any training, other than their civil rights training, this school year. Technical assistance provided.	tentative dates in which the training will take place for this school year.	
Resource Mgt Comprehensive Review	V-RMCRF	Although the non-program revenue tool indicates that the non-program revenue adequately covers the non-program food costs, the School Food Authority reported that the non-program food costs was not accurately calculated. Technical assistance provided.	Recalculate the non-program food costs and submit the non-program revenue tool. If the non-program revenue tool indicates that the non-program food revenue does not adequately cover the non-program food costs, describe how the School Food Authority will modify their prices to ensure that they will cover the costs going forward.	

Site - Level Findings: St Thomas Aquinas School (8102)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Lunch	V-0300	In addition to the daily edit checks, the School Food Authority must also conduct attendance adjusted eligible edit checks to ensure that the number of free, reduced price and paid students being claimed does not appear questionable and is accurate. Technical assistance provided.	Describe how the SFA will ensure that daily and attendance adjusted allowable edit checks are completed monthly.	
400 - Meal Components and Quantities - Breakfast	V-0400	For a breakfast to be reimbursable, each child must take a minimum of 3 items, one of which must be at least 1/2 c. of fruit or 100% fruit juice. There were 7 students observed who were missing the 1/2 cup fruit or the 3 total items. Technical assistance provided.	The SFA will require students to take 3 breakfast items, one of which will be 1/2 c. fruit or 100% fruit juice daily. The cashier punching tickets at the end of the line will ensure that each meal is a complete, reimbursable meal. The Food Service Director and Cashier will take a training course on what makes a reimbursable meal. Send a copy of the documentation that shows the food service director and cashiers were trained	

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			on a reimbursable breakfast meal.	
400 - Meal Components and Quantities - Lunch	V-0400	<p>It is a requirement that CN labels are on file for all commercially prepared combination products. Although many CN labels were on file, there weren't CN labels for the bologna thus making it unclear if enough meat/meat alternate was served on that day.</p> <p>Standardized recipes are required for all homemade combination products and must include measurement terms that are definitive (#10 can, 8 oz, 5 lb. bag) to ensure consistency, total yield of the final product, and how the product contributes to the meal pattern. If commercial combination products (meats with breading or fillers are included) are included in the recipe there must be CN labels on file for those products as well. The BBQ chicken sandwich served during the review period and the maid-rite sandwich served during the day of review, had inaccurate crediting information and no total yield making it unclear how it contributed towards the meal pattern. Technical assistance provided.</p>	<p>Provide a CN label for the bologna or confirm that this product will no longer be served to students and the alternative menu item that will take its' place.</p> <p>Provide a standardized recipe for the BBQ chicken sandwich that contains all of the required information including the total yield, the portion size, how one portion contributes towards the meal pattern, and the CN label for the chicken.</p>	
500 - Offer versus Serve	V-0500	<p>Signage describing the offered menu components and how they constitute a reimbursable meal is required for both breakfast and lunch. The SFA had signage for lunch but not for breakfast. Technical assistance provided.</p>	<p>Describe the breakfast signage that will be used and where it will be posted.</p>	
800 - Civil Rights	V-0800	<p>The students use tickets in the point of service line to be counted and claimed for their meal. Students that have a negative balance have a different colored ticket identifying them as having a negative balance.</p>	<p>Describe the school food authority's plan on how they will count and claim meals for students who have a negative balance without overtly identifying them as such.</p>	

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Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance		The Confirming Official does not need to confirm and sign all applications. The application selected for verification is the only one that must be confirmed to ensure that the original determination of eligibility is correct prior to notifying the family that they have been selected for verification.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements? If NO, identify which elements are missing.	The HACCP manual should be a stand-alone document to allow for a prompt response in an emergency. It is recommended that HACCP materials are placed in a separate binder. Be sure to include all required resources such as a policy on cleaning Blood-Borne Pathogens, which is currently missing from the HACCP manual.
800 - Civil Rights	805 How are students with special dietary needs accommodated?	The school does not currently have any students with special dietary needs and is unfamiliar with the diet modification form. Technical assistance provided on using the diet modification form and suggestions on providing it to families.
900 - SFA On Site Monitoring	900 a. Was the on-site monitoring of breakfast completed prior to February 1st?	The school is not required to complete the on-site monitoring form as it is only required for districts with more than one site.

Site - Level Technical Assistance St Thomas Aquinas School (8102)

Area	Question	Comments
600 - Dietary Specifications and Nutrient Analysis	605 Based on the Nutrient Analysis, did the school meet the Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) for the appropriate age/grade group being served?	The School Food Authority offers a deli meat sandwich as a daily alternative. Some labels suggest that the deli meat option is a low sodium meat. If the low sodium options weren't available, such as the ham and bologna being served, the SFA may be over their sodium requirements for a student choosing this option daily. As of July 1, 2017, the sodium requirements are more restrictive at less than 935 mg of sodium for a K-5 lunch meal. Alternative entrée options discussed such as uncrustables, yogurt and cheese, or hummus and cheese as an entrée.

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Org - Level Commendations

Description
BENEFIT ISSUANCE: Benefit documents, as well as all paperwork, were well organized. The current application form and guidelines were used and the benefits are accurately processed in a timely manner. The correct and current benefit issuance list was available. All applications were correctly determined, applications were complete with SSN's and signatures. All applications were determined within ten days. Free meals are extended to all members in the household. Eligibility is kept confidential.
CIVIL RIGHTS: • The SFA completed the ethnic racial form and no discrimination was observed when determining eligibility. • The "And Justice for All" poster is visible in a public location. • Civil rights training was provided for all staff with school nutrition program responsibilities. • The complaint procedure was on file.
MEAL COUNTING: Meal counts during the on-site review were reasonable when compared to the (January) review month counts. Meal count totals for the month of January appeared accurate and complete. There was a single point of service (manual system) at the point where meals are served for all students observed. The point of service was organized and orderly. The SFA's application reflected their point of service practices.
PROCUREMENT: The SFA has a comprehensive written Procurement Plan started, procurement methods and documentation for all purchases has been taken into account. The SFA also has a written Code of Ethics/Conduct which includes conflicts of interest. The FSD has watched the procurement webinar and is genuinely interested in improving the process to meet standards.
PROFESSIONAL STANDARDS: • The food service director has maintained documentation of all training received thus far. • All staff with school nutrition program responsibilities have received civil rights training and their documentation is on file.
REPORTING AND RECORD KEEPING: The School Food Authority maintains all of their school nutrition documents for 3 years plus the current year.
RESOURCE MANAGEMENT: • According to the 15-16 financial report, the account balance is less than 3 months operating costs. • The SFA has their own financial account, revenue is directly deposited into the SFA account and all expenses and revenues are tracked. The SFA is charging enough for their adult lunch price and their paid lunch prices per the Paid Lunch Equity Tool requirement.
SCHOOL WELLNESS POLICY: • The school has a wellness policy leader and wellness committee. • The school's wellness policy contains all of the required elements. • The school informs the required stakeholders of their ability to participate in the wellness committee through their website. • The school has completed a variety of health and wellness activities throughout the school year that benefit students, staff, and the community.
SUMMER FOOD SERVICE PROGRAM AND SCHOOL BREAKFAST PROGRAM: • The school provides outreach to families regarding the availability of their School Breakfast Program through newsletters and their website. • The school provides outreach to families regarding the availability of the Summer Food Service Program through newsletters.
VERIFICATION: The correct number of applications were verified and were correctly selected from error prone applications. All income sources were verified, and the process was completed on time. The application selected for verification were confirmed prior to verification.

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Description
FOOD SAFETY: The SFA has a written Food Safety plan that includes most required elements. The latest Health Inspection Report was posted in a publicly visible location. Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, and dishwasher. The kitchen and storage areas were orderly and clean, and all food in coolers and freezers were covered and clearly labeled. Food Service workers wore proper hair restraints and practiced good gloving procedures.
GENERAL: The SFA utilizes the 6th grade student class to help serve lunch. All 6th grade students help serve for free and they were well trained in their

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responsibilities. Good food safety practices were exhibited by the students.

MENU PLANNING: The Food Service Director, FSD, does an excellent job of menu planning and offering choices. There is good meal participation. All meal components were available at the beginning of meal service on the days of observation and throughout meal service. Menus met weekly and daily meal pattern requirements for each age/grade group. Documentation indicated that foods purchased and food production ensured meals contained the required components and quantities. Standardized recipes are used for food production. Water was available as required. Many low fat and low sodium food items were observed in storage. Students had sufficient time to eat after receiving meals. The cafeteria were very well supervised, and staff interacted well with the students. Food service staff was polite and respectful to students, other staff, and each other.

MENU: The Food Service Director does a good job of keeping food labels to use as a resource for calculating nutrition. The FSD does a good job of monitoring nutrition data.

PRODUCTION RECORDS: Production records are well maintained and kept for three years. Food production records have all of the required elements.