

Hillcrest Family Serv (18638000)

Review ID: 4397

Exit Conference Date: 10/19/2017

Review Year: 2018

Month of Review: September

Lead Reviewer: Sandra Fiegen

Area	Findings ID	Finding Description	Required Corrective Action
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Org - Level Findings

100 - Certification and Benefit Issuance	V-0100	Intake roster titled 'Free and Reduced-Price Meal Eligibility Documentation Sheet for RCCI Residents (Roster)', with columns for name, birthdate, age, date entered, date exited, income earned or directly received, date of income, date of eligibility, category of eligibility, initials of determining official, ethnicity, and race, is not complete. Not all children's names are included, and all columns are not completed; 4 children listed on school enrollment roster are not on the intake roster. An additional one-page residential application that is outdated was used for a few children. This form is no longer to be used.	Each residential child, regardless of the particular Hillcrest programming that they are participating in, must be listed on this intake roster. The one page residential eligibility form should be no longer in use. The roster, when completed correctly and updated for each child who enters or exits Hillcrest care, provides the proof of eligibility for free status. In your corrective action response, please indicate who will be responsible to keep the intake document completed fully and updated and when they will provide this document or updates to the person completing the claim. Eligibility documents are the proof that a child can be claimed for meals, so the person completing the claim must ensure that all persons on the meal roster are also on the intake roster. The school enrollment roster can be used as a double check that all residential children are included in the other two documents.
1200 - Professional Standards	V-1200	All foodservice and non-foodservice staff have not completed the minimum training required for their job duties.	Annually (from July 1 to June 30), the required minimum training must be completed and documented for each person identified as a foodservice person, and training on duties assigned must be documented for persons who complete critical functions. A list of foodservice functions has been attached to the review attachments. it is titled Training Plan for new Foodservice Directors. Please complete this document and attach in your corrective action response in this finding. Resources for training can be found at https://www.educateiowa.gov/pk-12/nutrition-programs/professional-standards-school-nutrition and https://www.educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition , as well as many other sources that are linked from these areas.
300 - Meal Counting and Claiming	V-0300	Meal count rosters, used by each house manager as they bring their children to the meal service line, were not regularly completed and are not maintained.	All original counting documentation must be maintained. If meal counts are taken on a paper roster, the daily, dated roster with the residence building indicated must be maintained to document the claim submitted. In your corrective action response, please indicate where the original daily dated rosters will be maintained and how they will be used to complete edit checks on the daily counts for breakfast and lunch. I would be preferred that the daily dated rosters be maintained in an administration office so that there is oversight for their completion and that all are collected.
700 - Resource Management	V-0700	The Hillcrest Purchasing Guidelines does not include specific requirements of a USDA Procurement plan. The foodservice	All agencies and schools that participate in USDA funding must develop and maintain a current procurement plan. Offsite questions about procurement were sent to Hillcrest at the time of scheduling the

(2016)		department does not have a procurement plan or code of conduct guidelines.	Administrative Review, and are re-attached in the review attachments. The offsite questions must be answered and a procurement plan begun. More information about procurement and a template for the plan can be found in the download forms area of IowaCNP and at this website: https://www.educateiowa.gov/pk-12/nutrition-programs/school-procurement/school-nutrition-procurement . As corrective action, complete the offsite questions and the procurement template and attach.
800 - Civil Rights	V-0800	Civil rights statement is not correct for use of federal USDA funds.	The correct civil rights statement must be used whenever resident meal service (breakfast or lunch) is mentioned, in any written or web based materials. For the correct statement, go to https://www.educateiowa.gov/pk-12/nutrition-programs . In your corrective action response, please indicate each item (printed or web site) that will include the civil rights statement in full.
800 - Civil Rights	V-0800	Civil rights training not completed or documented.	Annually all persons who have contact with child nutrition program participants or their families must complete civil rights training. for more information about training and resources for use, go to https://www.educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition/civil-rights-training . Additional civil rights resources are located in download forms in the IowaCNP application. As corrective action response, please indicate who will receive training, the date that training will occur this year, how you will document training completion, and where you will maintain the documentation.

Site - Level Findings: Pathways Home (8601)

1400 - Food Safety	V-1400	Documentation not available to demonstrate that two food safety inspections were requested.	Maintain documentation that two food safety inspections are requested each operational year. This can be in the form of a letter sent and the response received from the inspector, or an email sent and response received. In your corrective action response, please indicate where you will maintain the correspondence regarding request and response.
400 - Meal Components and Quantities - Breakfast	V-0400	Milk is poured from gallon jug, and if children indicate that they want it, it is not always a full cup minimum serving provided, sometimes only poured on cereal.	One full cup serving must be offered and served to children who take milk, or it cannot count as a component. In your corrective action response, please indicate how you will provide one full cup of milk to each child who takes milk.
400 - Meal Components and Quantities - Breakfast	V-0400	Food Production records, menus, recipes, and labels are all required supporting documentation for claiming meals. Most of these items were not completed or maintained for meals claimed. Menus do not indicate that 1 full cup of fruit is planned and offered. Whole grain rich food items are not exclusively used, or waivers requested for items that are not whole grain rich.	Please indicate how you will ensure that full and complete food production records, menus and other supporting documentation will be completed and maintained for three full years for all meals claimed for reimbursement (breakfast and lunch on non-school days, during weekends and during the summer). Please include information about how food production, meal count and menu records will be completed and maintained for the breakfast meals served in the residential units. Please include all food items offered and the serving sizes of all items, including fresh fruit offered that is not written on menu. Also, please identify which grain food items will be whole grain rich, and which ones you will request a waiver for. At least half of the grain items in use must be whole grain rich. As further corrective action, please send food production records completed and their corresponding menus for all breakfast and lunch meals served for the month of November, including the breakfasts served in the residential units on weekend days. The non-school day holidays and weekends will be included in these meals.
400 - Meal Components and Quantities - Lunch	V-0400	In one day of the cycle menus, bacon is used as a meat/meat alternate.	All reimbursed breakfasts and lunches must meet the minimum meal pattern requirements. In the breakfast portion of the review forms, several resources for learning the meal pattern and documentation were shared, and a separate corrective action response requested. For this corrective action response, please attach all breakfast and lunch

			menus that will be used in the cycle menu in place (will be more than the November menus and food production records requested), with the serving sizes noted on each meal. This will include the breakfast menu served in the residential units on weekends as well as all meals served in the main cafeteria.
900 - SFA On Site Monitoring	V-0900	No site monitoring has been completed and documented for previous years.	On-site monitoring must be completed for each location where meals are served and counted. A monitoring form is available in download forms in the IowaCNP application. The monitoring of each site must be completed prior to February 1 each year. In your corrective action response, please indicate who will be conducting the reviews, when they will be completed, and where the monitoring documentation will be maintained for the current and three years.