

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Maquoketa Comm School District (40410000)
March 13-14, 2018

Program Year: 2018
Month of Review: January
Lead Reviewer: Sandra Fiegen
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Site - Level Findings: Maquoketa High School (0109)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
200 - Verification	203 Describe the SFA's verification process (including SFA's verification for cause process).	District is highly encouraged to obtain one full month's income documentation when conducting verification.
200 - Verification	203 Describe the SFA's verification process (including SFA's verification for cause process).	Verification efforts were all completed correctly, but we discussed the benefits of printing out the verification summary that shows the dates of all activity completed for verification, and putting the summary with the verified applications.
300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations (as applicable):	We discussed field trip meals. A roster that is sent along with the teacher needs to return to the school and then entered into the point of service software after the meals are distributed during the field trip. We also discussed the negative balance policy and the sack lunch meals that are handed to a student at the point of service in some buildings when their accounts are negative. You are encouraged to have a reimbursable sack lunch for sale to all students at the point of service so that those students who are receiving the negative balance sack lunch are not easily identified. The 'for purchase' sack lunch could be on a pre-order basis and needs to be advertised to all students in menus and on the menu board, and needs to be a reimbursable meal; the negative balance policy meal is not reimbursable and can be items that the district chooses to offer at no cost to the students. The actual sack on the outside does not identify which is which.

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300 - Meal Counting and Claiming	306 What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment?	When looking through the review month claim information, the school generated worksheet was examined, and it is suggested that there be business rules added for school's use when a number that is out of range is inputted.
700 - Resource Management		Technical assistance was provided on Food Service Management (FSMC) oversight. (1) The 21 day menus from the RFP were not used as required in III.D. of the RFP/Contract; the FSMC was permitted to implement its own menus. The changes that were made to the FSMC's menus were approved in writing, but the entire breakfast and lunch menus should not have been substituted. (2) The purpose of the Advisory Group is to have teachers, parents, and students assist in menu planning. It is recommended that the SFA make additional efforts to ensure students attend the next meeting in April. (3) There was a question about the guarantee language in the contract. The FSMC will be contacted for further information.
1000 - Local School Wellness Policy	1005 Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy.	The Local Wellness Policy assessment plans were discussed during the visit, and plans will be made to conduct an assessment and post the assessment or distribute publicly.
1100 - Smart Snacks	1100 What are the SFA's food sale policies? List all types of food/beverage sales to include the selling of non-food items in combination with food items.	While observing breakfast, a student indicated that they were able to purchase a coffee beverage in the alternative high school. The school food service administration was unaware that there were beverage sales in that building, and are not aware whether the persons selling the beverages is in compliance with the Smart Snacks requirements. The Foodservice Director noted that she will investigate, inform, and monitor the activities to ensure that the requirements are being met. In all other areas of vended and a la carte sales, the Smart Snacks compliance was correctly implemented.

Site - Level Technical Assistance Maquoketa High School (0109)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	404 a. Is there signage explaining what constitutes a reimbursable breakfast to students?	Highly encourage signage that more clearly states what items are available for breakfast, the requirement to choose 1/2 c of fruit or juice, and locating the breakfast signage where it will be more in student's attention.

Org - Level Commendations

Description
• Outreach for the Summer Food Service and School Breakfast Programs was shared via websites, lunch menus, newsletters, phone calls, flyers, etc. The district intends to participate in the SFSP in the upcoming summer also.
• All applications were correctly determined, 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.
• All meal components were available at the beginning of meal service on the days of observation and throughout meal service. • 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.

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<ul style="list-style-type: none"> • Benefit documents, as well as all paperwork, were very well organized. • 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.
<ul style="list-style-type: none"> • Cashiers are trained on correct meal counting procedures, and daily edit checks are performed. The cashier at the high school has a very welcoming personality, cares about each student, and they enjoy visiting with her.
<ul style="list-style-type: none"> • Food service staff was polite and respectful to students, other staff, and each other.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • The correct number of applications were verified and were correctly selected from error prone applications.
<ul style="list-style-type: none"> • 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.
<p>FSMC: The SFA has a current Fixed-Price contract in place with Lunchtime Solutions. As required, the SFA retains signature authority over Programs, retains control of the nonprofit school food service account, and files the monthly claim. Twice a year, the SFA conducts on-site visits to monitor operations for compliance with regulations. The sale of all meals and competitive foods accrue to the food service account. The Advisory Committee has met once and has its second meeting scheduled for April. The SFA is monitoring use of USDA Foods and 97% were utilized this year. The SFA has a staff member designated as the Program Director, and she has had required food safety training and has fulfilled at least 12 hours of annual training. The Program Director is very thorough and organized. She and her staff reconcile each FSMC invoice prior to payment.</p>

Site - Level Commendations Maquoketa High School (0109)

Description
please see commendations in organization level.