

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Ames Community School District (02250000)
Date of Review: 12/4/2017 – 12/7/2017

Program Year: 2018
Month of Review: October
Lead Reviewer: Jean Easley
Org Representative(s): Christine Stensland, Kate Zebert

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	Three students approved for free meals as directly certified "SNAP" could not be verified by state agency as being on DC list nor confirmed to be extended by household. Additionally, one student was approved for free meals as homeless who did not have documentation on file to verify homeless.	For your response, describe your plan to investigate this issue with the point of service provider. Describe your revised procedure to be used moving forward to prevent benefits given incorrectly to students who are not confirmed to be on state Direct Certification Download.	
800 - Civil Rights	V-0800	Special Diets are accommodated. Point of Service tracks students with special diet requests; however, Diet Modification Request Forms are not maintained by school nutrition managers at Sawyer or Middle School. All completed forms (or copies) are to be maintained by school nutrition lead at school. An updated Diet Modification Form was provided to school nurse at Sawyer and Food Service Director.	For your response, describe your plan for ensuring school nutrition managers will maintain documentation on accommodation of special diets.	

Site - Level Findings: Abbie Sawyer Elementary School (0481)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Breakfast Signage explaining a reimbursable meal and "offer versus serve" was not posted day of the review of breakfast service. Food Service Director delivered breakfast signage to Sawyer so was corrected following breakfast service.	Food Service Director delivered breakfast signage to school so no further action is necessary. Please state your intention to include a review of posted signage during school site reviews and manager training.	
1300 - Water	V-1300	Free potable water is available for lunch; water was not available to all students for breakfast, however.	State your plan for offering free potable water at breakfast.	

Site - Level Findings: Ames Middle School (0218)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1400 - Food Safety	V-1400	The SFA is procuring canned corn from Vietnam.	State your intentions to only procure corn that is manufactured in the United States.	

Org - Level Technical Assistance

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Ames Community School District (02250000)
Date of Review: 12/4/2017 – 12/7/2017

Area	Question	Comments
200 - Verification	201 Who serves as the SFA's verifying official? (Name and/or position title)	Clarify positions of Determining Official, Verifying and/or Confirming Official and Hearing Official. The Hearing Official should not be involved in Determination process.
200 - Verification	209 Does the SFA's verification notification letter include all required information? If NO, explain.	Verification Selection Letter needs to include: Timeframe of Acceptable Income Documentation: Please submit papers from <u>one</u> month's income; you can use the month prior to application, the month you applied, or any month after you applied. Review Prototype Letter found in Download Forms in IowaCNP annually.
200 - Verification	212 If a student's eligibility changed due to verification,	Letter of Adverse Action ("We Have Checked Your Application" verification result letter to households) correctly gives households 10 calendar days to appeal. The Date that eligibility changes should be the following day, or no later than 10 operating days following this day. Your letter changes the eligibility the same day as the appeal deadline.
700 - Resource Management		A Procurement Plan has been developed. Plan to review and update plan annually. Continue efforts to organize and track documentation of procurement events for school nutrition – micro purchases, small purchases and formal. Look for ongoing guidance about Procurement from Bureau of Nutrition.
700 - Resource Management		Technical assistance was provided on monitoring Food Service Management Company, FSMC, contracts. (1) All menu changes must be approved by the SFA (School Food Authority). See III. O.6(a-c) A chart was created for this purpose during the on-site review. (2) All prices for reimbursable and non-reimbursable food sold must be established by the SFA. III.B.6(i) Reimbursable meal prices were being approved by the Board, but a la carte prices must be approved by the SFA in some manner. (3) The original guarantee in the RFP was never reconciled. More information may be provided to the SFA on this issue. (4) Information on further requirements of the Buy American regulation were shared via email.
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.	Complaints regarding school nutrition are to be directed to USDA. The process and the form is found here: http://www.fns.usda.gov/civil-rights
800 - Civil Rights	806 a. When was the SFA's most recent civil rights training for staff who interact with program applicants or participants (i.e., cafeteria staff, F/R application approval staff) and their supervisors?	UPDATED CIVIL RIGHTS TRAINING: There is an updated Civil Rights Training Powerpoint and Jeopardy Game for school nutrition staff. Look under Download Forms in IowaCNP. Plan to use updated materials next school year.
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.	A Wellness Assessment is required every 3 years. An Assessment is unavailable as the updated Wellness Policy was recently approved. A plan was mentioned that building principals will complete an assessment for each school towards end of the school year. Consider how the completed assessments will be shared with community.

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Ames Community School District (02250000)
Date of Review: 12/4/2017 – 12/7/2017

1200 - Professional Standards		Technical Assistance on maintaining a training tracking for Determining Official/Nutrition Secretary, Authorized Representative and Verification Official including annual target training hours. .
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.	Indicate number of target training hours required for each employee on spreadsheet.
Resource Mgt Comprehensive Review	7 Did the SFA correctly calculate its Non Program food ratio and its food cost ratio?	Non Program Food costs and revenue are being tracked monthly. A Non-Program Revenue Tool was completed showing although costs are being covered, there may be a need to review and increase Non Program Food prices. Continue to track and monitor Non Program costs and revenue.

Site - Level Technical Assistance Ames Middle School (0218)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	402 Are the minimum daily quantity requirements met for the age/grade group being offered?	Signage on the cooler where students could select the ham and cheese chef salad or the Vegan Mediterranean Salad stated that students could select the croutons (.88 oz) or the whole grain dinner roll (1 oz. eq). TA provided that if a student selected these options every day of the week they would not be offered the weekly requirements so signage needs to state that students can take the croutons and the dinner roll.
1300 - Water	1300 Is free potable water available to all students for lunch (in each location where lunches are served during the meal service) and for breakfast (when breakfast is served in the cafeteria)?	Water is a distance away from the cafeteria. TA provided that SFA should set up a water station in the cafeteria so that students can easily access water. The Food Service Director located a cart she plans to use for this while the State Agency was on site.

Site - Level Technical Assistance Abbie Sawyer Elementary School (0481)

Area	Question	Comments
300 - Meal Counting and Claiming - Breakfast		In addition to informing families about the availability of breakfast, schools must send reminders regarding the availability of the SBP multiple times throughout the school year. National School Breakfast Week? Sawyer breakfast participation could benefit from additional outreach.
1400 - Food Safety	1407 Were on-site (or Off-site, if observed) storage violations observed? If YES, explain.	Share table should be limited to foods that do not require a time/temperature control such as milk as observed. Contact your local food safety inspector to discuss. A flyer on Food Waste Reduction information provided. An opportunity to do an awareness campaign on "offer versus serve"?

Org - Level Commendations

Description
APPLICATIONS: Benefit documents are well organized. The SFA offers both paper and web-based application approval system for households. 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. Rollover applications were removed if the household did not apply within thirty days of the school year. Waivers are provided to applicants and indicate specific fees. The SFA has a back-up system for benefit issuance documents and system.
FOOD PRODUCTION RECORDS: required documentation including Food Production Records are completed with required information. An organized "Recipe and Product Book" have been customized for each School Nutrition Manager.

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Ames Community School District (02250000)
Date of Review: 12/4/2017 – 12/7/2017

<p>FOOD SAFETY: The SFA has a district-wide written Food Safety plan that includes all required elements. A copy of the written plan was available at two sites reviewed. The latest Health Inspection Report were posted in a publicly visible location. Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, dishwasher, and thermometer calibration. Good food safety procedures were observed. Annual training on food safety is provided.</p>
<p>FOOD SERVICE MANAGEMENT COMPANY, FSMC: Documentation for reconciliation of the FSMC monthly invoice was thorough and organized. All costs appeared allowable. The Advisory Board met twice last year as required, and notes from the meetings were comprehensive. Meal and a la cart prices are established by the SFA. Self-monitoring was conducted twice last year and the first one has been completed for this school year. USDA Foods were reconciled for the past six months. The SFA's Program Director (food service director equivalent) has had eight hours of food safety training in the last five years. USDA Foods usage is exceptional. Responsibility for benefits, verification, and claims are retained by the SFA as required.</p>
<p>MEAL COUNTING & CLAIMING: Meal counts during the on-site review are reasonable when compared to the review month counts. Point of Service, POS, counts and filed claims appear accurate for review month of October. There is a POS for all students and is located at the end of the line. No overt identification of students who receive benefits was observed. 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.</p>
<p>NUTRITION and MENUS: Menus are posted on school website complete with an easy-to-use tool showing nutrition details and photo of menus offered. For example, during day of observation, consultant could review three menu selections and hover over selections of Crispy Chicken Sandwich, Muffin & Pretzel Goldfish Fun Lunch or Cheese Sandwich and Corn and see a nutrition profile and photo for each option. Additionally, an ingredient list can be easily found which is a useful tool for parents and students with special diet issues.</p>
<p>NUTRITION STAFF: Food Service Staff are friendly, helpful and encouraging to student customers. Food Service Manager at Sawyer assists and encourages younger students in helping them learn PIN numbers.</p>
<p>PROCUREMENT: A procurement plan has been developed which includes federal and local thresholds. The SFA also has a written Code of Ethics/Conduct which includes conflicts of interest, accepting items of monetary value and disciplinary actions.</p>
<p>PROFESSIONAL STANDARDS: Food Service Director implements an organized training plan for nutrition employees. Creative training range from individuals completing self-directed short lessons to webinars to in-person training. A training spreadsheet documents and tracks training.</p>
<p>RESOURCE MANAGEMENT: There is a Meal Charge Policy in place which was provided in written form to households in the district.</p>
<p>SMART SNACKS: Documentation on all a la carte is maintained in a Smart Snacks Binder at each school location.</p>
<p>VERIFICATION: Correct number of applications were verified and were correctly selected from error prone applications. All income sources were correctly verified and the process was completed on time. Applications selected for verification were confirmed prior to verification. Two persons attended verification webinar training.</p>
<p>WELLNESS: The district has a wellness policy. It is accessible to the public on the district website and includes a "Wellness Vision Statement". Here potential stakeholders are made aware of their ability to participate on the wellness committee. The policy includes guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity.</p>

Site - Level Commendations Ames Middle School (0218)

Description
<p>Food Safety: A copy of the written plan was available at the Middle School. 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, dishwasher, and thermometers are calibrated. Good food safety procedures were observed, including proper glove usage. The kitchen and storage areas were orderly and clean. The Middle School Manager is Serv-Safe Certified.</p>
<p>Civil Rights: The And Justice for All civil rights poster was posted in the cafeteria. No discrimination was observed.</p>
<p>Meal Components and Quantities: 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. The menus met weekly and daily meal pattern requirements for the 6-8th grade age/grade group. 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 are offered daily—including many fresh fruits and vegetables. At least two types of milk are offered. Students had sufficient of time to eat after receiving meals. Signage was posted explaining what constitutes a reimbursable meal.</p>
<p>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 October were accurate and complete. Point of Service (POS), counts and filed claims appear accurate. Infinite Campus is used as the school's POS system. The POS was organized. 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. Cashiers are trained and appeared aware of what constitutes a reimbursable meal.</p>

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Ames Community School District (02250000)
Date of Review: 12/4/2017 – 12/7/2017

Offer vs. Serve: Offer vs. Serve is being implemented properly. All students observed selected 1/2 cup of fruit and/or vegetable. The two Point of Service employees appeared to be knowledgeable on how to perform their job functions. There is signage explaining what constitutes a reimbursable meal including the requirement to select at least 1/2 cup of fruit or vegetable at breakfast and lunch. SFA has a donation bin just beyond the Point of sale that students can put whole fruit into if they do not want to eat it. This fruit is then donated to an organization in Ames.

Site - Level Commendations Abbie Sawyer Elementary School (0481)

Description
MENU and NUTRITION: students are offered three menu selections daily and may select from a variety of fruit and vegetables offered daily, including many fresh options. Students are allowed to take as many fruits and vegetables as they would like. Students were observed to eat what they selected. Excellent signage observed:- "Love Milk? Take one! Or, Not"a creative sign reminding students about offer versus serve. Food Allergic Individuals - Direct Questions to the Manager.
NUTRITION STAFF: Food Service Staff at Sawyer are friendly, helpful and encouraging to student customers. Food Service Manager is ServSafe Certified. Manager assists and encourages younger students in helping them learn PIN numbers.