

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
East Sac County CSD (67410000)
SNP - Review ID: 4455

Program Year: 2018
Month of Review: September
Lead Reviewer: Brenda Windmuller
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	MISSING SOCIAL SECURITY NUMBERS: Several household applications were not correctly approved due to missing social security numbers. Error rate of 10.59%, resulting in possible fiscal action. Final calculation to be determined upon submission of your November Claim.	Errors corrected on site. No further action required on existing applications. SFA will explain the procedures to be used when processing applications going forward to ensure all applications are complete.	
200 - Verification	V-0200	The SFA did not follow the required procedures for verification. The net income was used instead of the required gross income. Confirming official did not verify that applications were complete, accurate, or calculated correctly. Confirming official did not sign application upon verification.	Confirming official will watch the Verification Webinar posted on the DE web site and submit certification of completion.	
1000 - Local School Wellness Policy	V-1000	WELLNESS: The district is required to invite stakeholders to participate in the wellness committee and/or have documentation of the invitation. Stakeholders should include: parents, teachers of physical education, school administrators, students, school health professionals, general public, school food service and school board members. Attendance records and meeting minutes should be kept. Assessment of Wellness Policy was not completed. Completed assessment is required to make public. It is required to review the Wellness Policy once every three years and make available to the public.	Submit a list of stakeholder you intend to invite to serve on your Wellness Committee and a date for your first scheduled meeting. Submit a timeline and plan on when the SFA will review the Local School Wellness Assessment and how the SFA intends to make the Assessment available to the public and/or to the families it serves.	

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Site - Level Findings: East Sac County Elementary Sac Bldg (0427)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	VEGETABLE SUB-GROUPS: Production records and menus evaluated from the review period do not indicate that portion sizes offered met the minimum meal pattern requirements for the age/grade group(s) being served. Vegetable sub-group- beans, was missing from one week of the month reviewed. This is a repeat violation and subject to fiscal action.	SFA will explain what process they will take to correct this situation. SFA will submit their December Menu demonstrating compliance of this regulation.	

Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		<p>PROCUREMENT:</p> <p>Technical Assistance was given to correct minor errors in the completed Procurement Plan.</p> <p>Amount spent on milk exceeds limit and must be a formal purchase.</p> <p>Distribute funds more evenly between the communities.</p> <p>Missing debarment statements. Debarment statements must be collected from all small and formal vendors.</p> <p>Check small wares and ware washing contracts who are they with (AEA, but not Martin Brothers). Separate small wares and ware washing to track spending on those contracts.</p> <p>Reviewed the intent of this being a plan of where to purchase for the year and the need to start on the 2018/2019 plan in the early spring.</p> <p>Procurement Plan and Code of Conduct must be completed annually.</p> <p>Must have signed debarment certifications kept on file.</p> <p>Three types of purchases, (Federal Thresholds):</p> <p>Micro-purchase- under or equal to \$3500 (or local purchasing threshold if more restrictive) can be made without a quotation.</p> <p>Track micro purchases, what purchased when and dollar amount.</p>

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		<p>Purchases should be distributed around community, not just one store.</p> <p>Small Purchases- Purchases that are under \$150,000 (or local purchasing threshold if more restrictive), can be made by requesting a quotation (3 bids and a buy) which is an informal method.</p> <p>Include all terms and conditions</p> <p>Include terms: Buy American and Equal Opportunity</p> <p>Attain Signed Debarment Statements</p> <p>Awarded on lowest price (unless written documentation to justify)</p> <p>Maintain documentation</p> <p>Formal Purchase- Purchases equal to and exceeding \$150,000 (or local purchasing threshold if more restrictive), a request for proposal (RFP) or Competitive Sealed bid/Invitation for bid (IFB) process must be used.</p> <p>Notice of accepting all types of formal purchase must be advertised.</p> <p>Include all requirements of a small purchase</p> <p>If working with the AEA purchasing group, you should have a CD on file with the details of the agreement.</p> <p>Everything must be in writing.</p>
800 - Civil Rights	809 Review program materials, do appropriate Program materials use the non-discrimination statement?	NON-DISCRIMINATION STATEMENT: All program material must contain both Federal and Iowa non-discrimination statement OR the shortened statement. Provided Technical Assistance to the SFA where these statements can be located and that they need to be on all program materials.
1100 - Smart Snacks		SMART SNACKS: Any foods sold during the school day must meet the smart snacks requirements for size, and nutrition standards. A brochure was provided.
1200 - Professional Standards	1221 a. Are there additional employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program?	<p>ANNUAL TRAINING: Training records are currently maintained at each site. Food Service Director should confirm each year that required training was met by each employee. Include: training classes attended, date attended and length of time for each class. All Food Service staff and SFA employees working with the School Lunch Program are required to take 1 hour of Civil Rights annually. Training hours should meet the following guidelines:</p> <p><u>Director- 12 hours annually</u></p> <p><u>Manager- 10 hours annually</u></p> <p><u>Full-Time Staff- 6 hours annually</u></p> <p><u>Part-time Staff (20 hours or less per week)- 4 hours annually</u></p>

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1600 - School Breakfast and SFSP Outreach	1602 For each question on the Off-Site Assessment Tool (Questions 1600-1601), do the responses provided demonstrate compliance with FNS requirements? If NO, explain.	<p>Breakfast Promotion: The USDA requires SFAs to promote their breakfast program at least 2 times annually to households. Promotion should include breakfast price, times available and should encourage all students to attend. We discussed possible methods of promoting breakfast.</p> <p>Summer Meal Promotion: The SFA should promote summer feeding programs to all students every spring to be sure that families are aware of the availability state-wide. The SFA inquired to what is involved in hosting a summer site, SFA has provided additional information.</p>
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Site - Level Technical Assistance East Sac County Elementary Sac Bldg (0427)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast		<p>PRODUCTION RECORDS & STANDARDIZED RECIPES: Technical Assistance was given on creating standardized recipes for the district. Recipes should include ingredients, ingredient specifications, quantity of ingredients, serving size, yield, mixing procedures, cooking procedures, times, temperatures, holding temperatures, procedures for leftovers.</p> <p>Production records should include all items served, if additional items are added to the salad bar at a specific site, add them to the production record. Clarify what is salad bar and what is on the serving line.</p>
Dietary Specifications Assessment Tool - Lunch	22 Portion sizes for condiments (e.g. hot sauce, ketchup, mustard, salad dressing) are controlled by placing items in portion cups, portion controlled packaging or the use of appropriate serving size utensils to limit portion size allowed per meal.	PORTION CONTROL: 5-6 students were observed during the review each day taking an excessive amount of ranch dressing/condiments. While total quantities of the product used for the day averages a reasonable amount per student with reasonable calorie and sodium, the few students abusing this are consuming an excessive amount of calories and sodium for the day. The SFA is advised to coach the students on what is appropriate quantities of ranch dressing/condiments.

Org - Level Commendations

Description
All parties involved in the School Nutrition Program work together to make feeding the students healthy meals a priority. The district's negative balance policy is to feed all children all of the time. Office staff works with families, helping them to fill out benefit applications when appropriate and communicates with families when their balances are low. The district has developed creative solutions to help make it easier to pay for school lunches. They now have an online payment system and work with families to make payments year-round.
APPLICATIONS/BENEFIT ISSUANCE (100): Benefit documents, as well as all paperwork, were well organized. The current application form and guidelines were used, direct certification is downloaded twice a month as required, benefits are accurately transferred in a timely manner to the POS system, and denied applications were correctly determined. The correct and current benefit issuance list was available. Rollover applications were removed if the household did not apply within thirty days of the school year. Access to benefit information is correctly limited. Free meals are extended to all members in the household. Eligibility is kept confidential.
CIVIL RIGHTS COMPLIANCE (800): Annual civil rights training was provided to staff and documented. Ethnic/racial information is collected and the form is completed. No discrimination was observed. The "And Justice for All" poster is visible to program participants.
COMPETITIVE FOODS (1100): Competitive foods and beverages sold to students during the school day (defined as 12 am on a day of instruction to 30 minutes after the end of the official school day) by the Food Service Department meet Smart Snack guidelines as outlined by the Smart Snacks Guidelines.

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MEAL COUNTING & CLAIMING: Meal counts during the on-site review were reasonable when compared to the (September) review month counts. Meal count totals for the month of September appeared accurate and complete. There was a point of service (POS) at the point where meals are served for all students observed at lunch. Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation.
On-site Monitoring (900): The FSD completed on-site monitoring forms for the SFA's sites for lunch and breakfast prior to February 1st.
PROCUREMENT: The SFA has a written Procurement plan and Code of Conduct in place. This will be updated annually and used to make purchasing decisions. Three representatives from the district attended the Regional Procurement training in the fall of 2017. FSD reviews all invoices, compares to price lists, before approving for payment.
PROFESSIONAL STANDARDS (1200): Tracking was provided that documents that the FSD is working towards the required 12 hours of annual training, managers are working on the required 10 hours of training, and all other staff are progressing toward annual training. Training is recorded at each site as it occurs.
RESOURCE MANAGEMENT & RECORD KEEPING (700): The Resource Management section of the Off-Site Assessment tool was completed on time. September receipts that were reviewed, indicated appropriate and allowable expenditures. The Paid Lunch Equity, PLE, tool was completed and prices were increased as indicated by the PLE tool. Reports are filed on time, and all records are maintained for at least three years plus the current year.

Site - Level Commendations East Sac County Elementary Sac Bldg (0427)

Description
Food Service Director, School Nutrition Staff, work well together to manage the school nutrition program. Food service staff observed to be friendly, knowledgeable and helpful to student customers. Managers from the four sites get together regularly to discuss menus, issues and for training. Sac Elementary has great signage and posters which are engaging and educational for the students.
HACCP/FOOD SAFETY (1400): The SFA has a district-wide written Food Safety plan that includes most required elements. The latest Health Inspection Report was posted in a publicly visible location at all three sites. Thermometers were available and being used, alcohol wipes were available to sanitize after use. Temperature logs are maintained for food prepared 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. Hand sanitizer was available for all students to use as they go through the line.
NUTRITIONAL QUALITY OF SCHOOL MEALS (600): The SFA does a good job of creating a variety of menus, while meeting the nutrition guidelines. Dietary specifications seem to be meet with an appropriate calorie, saturated fat and sodium level being offered to all students. The Site Manager responsible for writing menus enters all menus into the calculator to verify. She writes menus that appeal to students using fun names like "broomsticks" for breadsticks on Halloween.
OFFER VS SERVE: Offer vs. Serve is being implemented properly. All students observed selected 1/2 cup of fruit and/or vegetable. Cafeteria staff have been trained on offer vs. serve. 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. The SFA provides a salad bar daily with an assortment of fruits and vegetables which allows students to fulfill the fruit and vegetable requirement with items they like to eat.
WATER (1300): Water was available to all students at the water fountain in the dining area during breakfast, lunch and throughout the day.