

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Lake Mills Community School District (34200000)
Date of Review: 11/13/17 – 11/15/17

Program Year: 2018
Month of Review: October
Lead Reviewer: Jean Easley
Org Representative(s): Angie Stensrud, Rane Swenson, Chad Kohagen

Site - Level Findings: Lake Mills Senior High School (0109)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Two breakfast meals were counted as meals at the point of service did not contain three items for a reimbursable breakfast meal.	For your response, please describe your plan for ensuring that all nutrition staff and cashiers have a solid understanding of the breakfast meal pattern requirements. Tip: a good webcast to watch as a group is on our website called "Rise and Shine! It's Breakfast Time".	
400 - Meal Components and Quantities - Breakfast	V-0400	Breakfast signage is not available at or near the beginning of the service line to identify the components of a reimbursable meal.	For your response, please attach a photo of the breakfast signage you have implemented.	
400 - Meal Components and Quantities - Breakfast	V-0400	During week of October 2, Food Production Records show 4 oz of Juice offered for breakfast. Although students could take 2 juices to equal the minimum 1 cup serving, the requirement is that no more than 1/2 is allowed to be offered as juice.	Corrective Action has already been taken by FSD by offering 1/2 cup Fruit + 1/2 cup Juice daily for breakfast. Verified during site review so no additional action required. Respond to verify your understanding of the requirement that juice may not exceed one-half of the total fruit offering for the entire week.	
400 - Meal Components and Quantities - Lunch	V-0400	The Gravy served with Biscuits and Gravy was insufficient for Meat/Meat Alternate for TK-5th grade or 258 students. Technical Assistance given on how to collect CN labels, Manufacturer Statements, or to use Food Buying Guide or Grain Chart on all creditable items served.	For your response, 1. describe your plan to revise this menu to meet requirements for each grade level. Attach revised menu cycle for this week. Attach a Product Formulation Statement if you were able to get from manufacturer. 2. State your understanding of requirement to verify how menu items credit toward meal pattern by collecting CN labels, Product Formulation Statements, Standardized Recipes. The Grain Chart and Food Buying Guide may be used when above information is not available.	
1400 - Food Safety	V-1400	A written Food Safety or HACCP Plan is not available at the school for all nutrition staff. Recommended resources: 1. Watch recorded webcast on our website at https://www.educateiowa.gov/annual-review-haccp-plan . 2. Attend the summer HACCP training on 6/20/2018 3. Consult Food-Safe Schools Action Guide provided during review 4. Review HACCP plans from other districts.	For your response, describe your plan for developing a HACCP plan and a timeline of when the plan will be completed.	

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Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	135 Did the SFA accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document? If NO, explain. Record errors on the SFA-1.	Case numbers on eligibility applications are not transferable from other states. Technical Assistance provided about recognizing eligible FIP case numbers.
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?	Technical Assistance provided about using an Edit Check Report from E Trition Point of Service.
700 - Resource Management		A Procurement Plan has been developed. Plan to review and update annually. Continue to document Micro, Small, and Formal Purchases made for school nutrition program. Continue efforts to organize documentation of procurement events. Look for ongoing guidance about Procurement from the Bureau of Nutrition.
700 - Resource Management	710 Did the SFA sell nonprogram foods including, but not limited to, a la carte foods (e.g., milk; 2nd entrees; Smart Snacks), catering (e.g., foods/beverages for school board meetings; foods for outside entities & programs), and/or adult meals (e.g., meals for teachers, parents, etc.)?	The Financial Report and completed Nonprogram Revenue Tool show your nonprogram food revenue does not contribute adequately to cost. Due to the small number of a la carte items the SFA sells at the time of this review, it is recognized that it may not be possible to reach the required increase; additionally, the SFA has > 3 months operating cost in account. Recommend analyzing a la carte costs and plan to charge enough to recover more than individual serving cost.
1000 - Local School Wellness Policy	1002 When and how does the review and update of the Local School Wellness Policy occur? Provide documentation to support the response (or appropriate web address(es)).	The Assessment of the Wellness Policy is to be made available to the public. The Assessment or Progress Report could be posted along with the Wellness Policy posted on the district Nutrition Web Page.
1200 - Professional Standards	1208 Is the SFA tracking training hours on an annual basis? If not, please describe how training hours are being tracked.	Shared the Iowa Tracking Tools as an easy way to track annual training for the entire nutrition department.
1500 - Reporting and Recordkeeping	1502 Did the SFA maintain sufficient records to document compliance with the paid lunch equity and revenue from nonprogram foods requirements? If NO, explain.	Paid Lunch Equity (PLE Tool): Best practice to complete PLE Tool early when discussions of lunch prices occur in the district.

Site - Level Technical Assistance Lake Mills Senior High School (0109)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast		Meal Pattern Technical Assistance: Recommend attending Healthy School Meals Summer Short Course Training to review NSLP and SBP regulations regarding meal pattern, Offer versus Serve, and other required documentation expectations. Include Meal Pattern and Offer vs Serve in your annual training for staff.
400 - Meal Components and Quantities - Lunch	400 a. Were all required meal components available on every reimbursable meal service line to all participating students prior to the beginning of meal service?	Collect CN labels and Product Formulation Statements for all products served in cycle menu to correctly verify how products credit in meal pattern. A Product Formulation Statement is an alternative for crediting information when you cannot get a CN label. Note: You may NOT depend on specification sheet from distributor. Shared how to use Exhibit A Grain Chart for crediting bread/grain items when documentation not avail.
400 - Meal Components and Quantities - Lunch	403 a. Was fluid milk available in at least the two required varieties throughout the serving period on all meal service lines?	Milk Substitutions are not offered. TA shared allowable Milk Substitutes and a shelf stable soy is available from vendor. When a Diet Modification Form is completed for Milk Allergy/Intolerance a Milk Alternative must be offered.

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Org - Level Commendations

Description
APPLICATIONS: Benefit documents are well organized. The current application form and guidelines are used, direct certification is downloaded twice a month as required, benefits are accurately entered in the POS system, and denied applications were correctly determined. All applications were correctly determined, signed and dated by the household member and the SFA. All are complete with SSN and case numbers, and all applications were determined within ten days. Access to benefit information is appropriately limited. The SFA has a back-up system for benefit issuance documents and system.
CIVIL RIGHTS: No discrimination observed. Annual civil rights training was provided to nutrition staff and documented. "And Justice for All" civil rights poster is posted in cafeteria. The annual Public Release was submitted to local media. Students with special dietary needs are correctly documented and accommodations are made as possible. The correct state and federal non-discrimination statements are provided on all material describing the program including letters and website.
MEAL CHARGE POLICY: The SFA has a meal charge policy which was sent out to households and is posted on the Nutrition Page on the school website.
MEAL COUNTING and CLAIMING: There is a Point of Service at the end of the line for all students. Meal counts during the on-site review were reasonable when compared to the review month of October counts. Point of Service (POS) counts and the filed claim for October appear accurate. 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.
PROCUREMENT: A Procurement Plan has been developed which includes federal and local thresholds. A Code of Conduct policy has been written for procuring with federal funds.
PROFESSIONAL STANDARDS: All nutrition staff met professional standards training requirements. Documentation is maintained verifying training participation.
RESOURCE MANAGEMENT & RECORD KEEPING: All expenditures that were reviewed appeared allowable. There were no unresolved findings from the previous Administrative Review or from a state audit. The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months. The Paid Lunch Equity, PLE, tool was completed and prices were increased as required. The Non-Program Revenue, NPR, tool was completed, and no increase in prices were required. No indirect costs are charged the food service program. Money is not transferred out of the account to support other programs. The SFA effectively utilizes its USDA entitlement for commodities. A comprehensive review was not required. All records are maintained for at least three years plus the current year
VERIFICATION: Documents very well organized. Correct number of applications were verified and were correctly selected from error prone applications. All income sources were correctly verified and completed on time. Applications selected for verification were confirmed prior to verification. The SFA had at least one person attend training.
WELLNESS POLICY: The wellness policy is posted on website. There are goals to promote student health, nutrition promotion, nutrition education, and physical activity. The wellness policy is available to the public. All required stakeholders are participating in the committee.

Site - Level Commendations Lake Mills Senior High School (0109)

Description
FOOD SAFETY: Solid food safety practices are observed. The FSD and additional staff are ServSafe certified. Daily temperatures are taken and documented. Standard Operating Procedures have been reviewed by nutrition staff this year.
MENUS, NUTRITION and FOOD PRODUCTION RECORDS: A cycle menu "Healthier Kansas Menus" and standardized recipes are used. Food Production Records are very well documented for both main menu and a daily salad bar selection. A nice variety of homemade recipes, breads and fresh fruit and vegetables are offered regularly as part of the cycle. Overall, menus meet meal pattern and nutrition guidelines. Excellent participation noted, especially at breakfast.