

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Lynnville-Sully Community School District (39060000)**  
**Dates of Review: 3/26/2018 – 3/29/2018**

**Program Year:** 2018  
**Month of Review:** February  
**Lead Reviewer:** Jean Easley  
**Org Representative(s):**

**Site - Level Findings: Lynnville-Sully High School (0109)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Food Production Records: Breakfast FPR are incomplete. All items need to be listed on FPR as a record of what was served. For example, one day only Juice was listed on FPR. There is no evidence of fruit being served. Leftovers must be included. Lunch FPR: include Sub Sandwich offered on self service bar.	For your response, please attach one week of completed breakfast and lunch FPRs.	
400 - Meal Components and Quantities - Lunch	V-0400	Alternate Entrée of PBJ and "Kydzable" do not meet weekly meal pattern requirements for M/MA and Grain. PBJ does not meet daily or weekly requirement for Grade 9 - 12. Scrambled Egg lunch menu was insufficient in daily vegetable for K - 12. Scrambled Egg lunch menu was insufficient in meeting daily Grain requirement for Grade 9 – 12; only one toast (1 grain) was offered. Some Hamburger Buns were under the required 2 oz Grain for Grades 9 - 12.	Describe your plan to correct the above meal pattern issues observed regarding lunch menus served at Lynnville Sully CSD.	

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
800 - Civil Rights	V-0800	USDA Non Discrimination Statement needs to be included on menus and on webpage. On the menu an abbreviated statement is acceptable. On the webpage, a link could be provided to include the complete statement.	For your response, include an updated link on the webpage; and submit a monthly menu with the abbreviated Non Discrimination Statement included "This institution is an equal opportunity provider."	
1000 - Local School Wellness Policy	V-1000	Wellness Policy has not been updated since 2013. There is not an active Wellness Committee. Policy and Assessment must be made available to the public. Wellness Policy is buried in policies and difficult for community to locate. Recommend making a link on district webpage which includes Wellness Policy, Wellness Assessment and an invitation for the community to participate.	For your response, please describe your plan for Wellness. What is your timeline to organize a wellness committee, update the policy and complete an assessment. How do you plan to make it available to the community?	
1100 - Smart Snacks	V-1100	Regular Pepsi & Regular Mountain Dew soda is available in Vending Machine located in High School entrance. Calories must meet 10 or fewer to be Smart Snack compliant, therefore only diet soda is compliant. This is acceptable only if the machine is turned off during school day.	For your response, please confirm the beverage machine is turned off during the school day (12 am to 1/2 hour following dismissal), or state your plan to bring the vending into compliance.	

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1200 - Professional Standards	V-1200	All individuals involved in school nutrition must have annual documented training to meet Professional Standards regulation. FSD = 12 hours, Full Time = 6 hours, Part Time = 4 hours. SFA's must have a mechanism to track annual training that includes: trainee name, title, key area (learning objectives), topic, training time and date of completion. Include Target Training Hours for each employee. Suggestions for an annual training plan include: Back to School Training: Meal Pattern, OvS, Civil Rights, Customer Service. Additionally, Determining Official/Lunch Clerk must document and track training 6 hours of annual training. Authorized Representative must document 4 hours annual training. "What's New with School Nutrition" is a monthly webinar recommended for all FSDs.	For your response, submit a training tracker for 2017-2018. Describe your Training Plan for Lynnville Sully Nutrition Staff, Food Service Director, Lunch Clerk, Authorized Representative.	
1500 - Reporting and Recordkeeping	V-1500	Greater than 3 months operating balance in Nutrition Fund. Non Program Revenue appears to not adequately contribute to revenue according to the Financial Report in IowaCNP.	1 - Describe your plans to spend down the money in the Nutrition Fund. (Not raising lunch prices is an acceptable plan.) 2 - Describe your plan to work with business manager to improve accuracy of Non Program Food Costs to enter as accurate information as possible into Certified Annual Report. The goal is to assist SFA's improve accuracy of nutrition program financial information.	
1600 - School Breakfast and SFSP Outreach	V-1600	It is a requirement to do outreach for Summer Food Service Program even if your school does not offer a feeding location. It can be helpful for ALL students and households to be aware of the availability of area FREE summer meals to ALL students age 18 and under. (Students may or may not be food insecure in the summer.)	Describe your plan to promote Summer Food Service Program opportunities.	

**Org - Level Technical Assistance**

Area	Question	Comments
100 - Certification and Benefit Issuance		ETHNIC RACIAL FORM: Complete and maintain a completed form annually; located in "Download Forms" in IowaCNP.
700 - Resource Management		PROCUREMENT: Plan to review and update your Procurement Plan annually. <b>Debarment Certification Tab:</b> Documentation is to be available to show vendors are in good standing to do business with federal government. You must have a Debarment form on file for each vendor. This is in your AEA contract. Also, maintain from Dairy vendor. Continue efforts to organize and track documentation of procurement events, divided into areas of – micro purchases, small purchases and formal. Small Purchase Solicitation documents should use the language of " <b>price quotations</b> " instead of "bid". "Buy American" requires SFAs to purchase domestically grown and processed foods whenever possible.

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700 - Resource Management		DAIRY PROCUREMENT: Per current board policy, your local formal threshold >\$25,000. Dairy purchases are greater than this, so a formal procurement of Dairy must be done. A Formal Procurement means properly advertising the Invitation for Bid or Request for Proposal, and a competitive sealed bid with a public opening is required for IFB.
800 - Civil Rights		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.
800 - Civil Rights	800 What is the non-discrimination statement that is used for appropriate Program materials (please provide exact language)?	CIVIL RIGHTS DOCUMENTATION: USDA Federal and State Non Discrimination Statement is to be used in correspondence regarding school meal program information. How to make a complaint.
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)).	WELLNESS POLICY REQUIREMENTS: Wellness Policy review and Progress Report/Assessment is required every 3 years - not 5 years - as stated in your current policy. District permits involvement of the following stakeholders to be involved: parents, teachers, administrators, students, school health professionals, general public, school nutrition, school board.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements? If NO, identify which elements are missing.	HACCP/FOOD SAFETY PLAN: Needs to be updated and reviewed annually. Standard Operating Procedures should be reviewed with nutrition staff annually.

**Site - Level Technical Assistance Lynnville-Sully High School (0109)**

Area	Question	Comments
400 - Meal Components and Quantities - Lunch		MEAL PATTERN DOCUMENTATION: Continue collecting CN labels and Product Formulation Statements for all products served in cycle menu to correctly verify how all products credit in meal pattern. A Product Formulation Statement is an alternative for crediting information when you cannot get a CN label. This does NOT include the specification sheet from your distributor.
1400 - Food Safety	1403 a. In the comments section, list the dates of the two (2) most recent food safety inspections.	HEALTH INSPECTION REQUEST: Maintain documentation in your file showing you have requested a second health inspection annually.
Meal Compliance Risk Assessment Tool	5 Do students serve themselves foods via food bars, serving stations, and/or salad bars?	SELF SERVICE BARS: Recommend not offering Bacon Bits - these are non-creditable and high sodium for no nutritional value. Pickles only when appropriate for menu.

**Org - Level Commendations**

Description
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<b>BENEFIT ISSUANCE:</b> Applications are well-organized. All applications were correctly determined, signed and dated by the household member and the SFA, were complete with SSN's and case numbers. Access to benefit information is limited. Waivers are provided to applicants and indicate specific fees. The SFA has a back-up system for benefit issuance documents and system. I Caves documentation is attached to each application. Verification was completed correctly and on time.
<b>CIVIL RIGHTS:</b> The And Justice for All civil rights poster was posted in the cafeteria. The SFA submitted the annual Public Release to local media. Students with special dietary needs are correctly documented and accommodated. Ethnic/racial information is collected. No discrimination was observed. The correct state and federal non-discrimination statements are provided on all written letters.
<b>MEAL COUNTING &amp; CLAIMING:</b> Meal counts during the on-site review were reasonable when compared to the review month of February counts. Point of Service, POS, counts and filed claims appear accurate. There is a POS for all students. 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. Cashier is trained, and edit checks are performed.
No fiscal action as result of Administrative Review.
<b>PROCUREMENT:</b> Lynnville Sully CSD is a member of the AEA Group Purchasing Cooperative. A Procurement Plan has been developed which includes federal and local thresholds. Food Service Director attended a regional Procurement training. The SFA also has a written Code of Ethics/Conduct.
<b>RESOURCE MANAGEMENT:</b> A meal charge policy is in place. A written policy has been shared with households with registration. USDA FOODS: Nutrition Director uses 100% (or more, when possible) of using the allotted Planned Assistance Level (PAL) for USDA Food.
<b>WELLNESS POLICY:</b> The district has a wellness policy on file. There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity.

**Site - Level Commendations Lynnville-Sully High School (0109)**

<b>Description</b>
<b>HACCP/FOOD SAFETY:</b> The SFA has a district-wide written Food Safety plan that includes required elements. 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. Good food safety procedures were observed. A plan is in place to include all nutrition staff in ServSafe training.
<b>MEAL REQUIREMENTS &amp; NUTRITION:</b> Nutrient analysis was not required. 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. A variety of entrees, fruits, and vegetables are offered throughout the month for lunch—including many fresh fruits and vegetables. At least two types of milk are offered. Many low fat food items were observed in storage. Students had sufficient of time to eat after receiving meals.
<b>NUTRITION and MENU:</b> A variety of menu choices are available including many fresh fruits and vegetable daily. Homemade Breakfast Pizza and Homemade Hamburger Buns were served on the day of the review. Students were observed to appropriately practice Offer versus Serve. A variety of choices are available for A la Carte. A good system is in place where students go through the reimbursable meal line prior to returning to buy additional items.
<b>SMART SNACKS:</b> Documentation was available to show that a la carte foods and beverages sold to students in the cafeteria meet Smart Snack and Healthy Kids Act standards.