

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Nodaway Valley Community School District (26730000)
March 6-8, 2018

Program Year: 2018
Month of Review: February
Lead Reviewer: Christine Crow

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1400 - Food Safety	V-1400	The SFA's HACCP Plan is missing some of the required elements including Standard Operating Procedures (SOP) for facility and equipment use, cleaning and maintenance, consumer communications, and training and monitoring. HACCP plans are designed to control food safety hazards as food flows through a food service operation. The Iowa State Extension and Outreach has additional information and sample SOPs: https://www.extension.iastate.edu/foodsafety/Standard-Operating-Procedures#facility Technical assistance provided to the FSD.	Submit a copy of the revised the HACCP Plan's table of contents that includes SOPs that will be included in the updated HACCP Plan. Provide a timeline of when the SFA will update the HACCP Plan.	

Site - Level Findings: Nodaway Valley Middle School (0172)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
700 - Resource Management		PROCUREMENT: All micro-purchases made must be spread equitably among qualified sources. Some purchases made by the SFA were less than \$3500, but they did not spread their

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		<p>purchases equitably among all potential vendors. Technical assistance provided on micro-purchase and small purchase method requirements. · Bids sent to vendors must include the Buy American provision. Although this was not included on the bids sent for the 2017 - 2018 school year, the FSD is aware of this requirement and has included it for the bids sent out for the 2018-2019 school year. · Technical assistance provided on the local purchasing policy small purchase threshold of \$55,000, procurement method requirements including sole source, micro-purchase, small purchase, and formal purchasing methods, and contract award types including fixed price, fixed price with economic adjustment and cost reimbursable contracts. Procurement resources can be found in Download Forms in IowaCNP.</p>
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.	SFAs are required to follow the USDA complaint procedure in the event a civil rights complaint that is related to the school nutrition programs is made. Technical assistance provided on the procedure and suggested form.
1000 - Local School Wellness Policy		The wellness policy progress report (assessment) is not currently made available to the public. The wellness committee is aware of this requirement and the minutes from their last meeting indicate that the district will be revising the website to include a wellness tab which will include the policy, upcoming events and meetings, snack lists, and the progress report. TA provided. No further action required.
Resource Mgt Comprehensive Review	1 Did the SFA obtain an approved indirect cost rate from the State Education Agency (SEA) or other State Agency?	Recent guidance received from IDOE School Finance indicates that some charges usually charged to the school nutrition account are no longer allowable costs and must be charged indirectly if the LEA would like to recover those charges from the non-profit school nutrition account. Examples include equipment repair and maintenance, utilities, rent, custodial and administrative costs, technology etc. If charging indirect costs to the nutrition fund, the LEA must apply the unrestricted indirect cost rate to the direct cost base of food service supplies (not including food), labor and travel expenses. Be aware of additional details to come from the IDOE School Finance. TA provided by SA.

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Resource Mgt Comprehensive Review	7 Did the SFA correctly calculate its nonprogram food ratio and its food cost ratio?	The non-program food revenue tool indicates that the non-program food revenue does not adequately cover the non-program food cost. However, it was not calculated accurately as the non-program food costs were not based on the actual cost of the non-program food. Technical assistance and a handout were provided to the food service director and the business manager on how to calculate the non-program food costs and revenue.
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Site - Level Technical Assistance Nodaway Valley Middle School (0172)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	The breakfast food production records must list all menu items served including the type of fruit offered. The food production records from the review period did not consistently list the type or total quantity of fruit that was made available. Technical assistance provided to the food service director and manager and the correction was made on food production records during the observed meals.
400 - Meal Components and Quantities - Lunch		The elementary school serves preschool students. Although the elementary school was not the selected review site, SA provided a review of the CACFP requirements for preschool students. If the preschool students eat in a separate location from K-5th grade students they must follow the CACFP meal pattern which requires different portions of all required meal components, lower sugar cereals, yogurt and only unflavored milk. Family style meal service is encouraged and requires all menu items to be on the table at the start of the meal. The menu items must be made available to allow every student to take at least the minimum portion as required by the CACFP meal pattern. Teachers should encourage students to at least try all foods and food items should be passed twice to allow all students the opportunity to take an item. Students are not required to take all items in their required portions if they are dishing up the items themselves. TA provided.
400 - Meal Components and Quantities - Lunch		The head cook at the middle school and the food service director are interested in increasing participation of their lunch program. Suggestions provided include surveying students, conducting taste testing on potential new menu items, having high school students eat school lunch and/or breakfast with elementary students, and/or offering alternate entrée options to students.

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		TA, alternate entrée ideas, and sample surveys provided to the FSD.
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	The food production records for the review period included all required menu components and their serving sizes to show that the daily and weekly meal pattern requirements have been met for all components, including the vegetable subgroups. However, in addition to the main entrée and hot vegetables served, additional vegetables, such as carrots, romaine lettuce and cucumbers (as observed during the day of review) are provided for students to take on the serving line. These additional vegetables are available daily for students to take but they were not documented on food production records during the review period. All items served to students as part of the reimbursable meal must be documented on the food production records. Technical assistance provided to the food service director and head cook at the middle school and they immediately modified the food production records for the day of review to include the additional vegetables.

Org - Level Commendations

Description
<p>CERTIFICATION AND BENEFIT ISSUANCE: • The 30 day carryover of eligibility status is provided to those families who received benefits in the previous year. • The SA template letter of notification of eligibility status is sent to all families who complete an income application including those that are denied and those that are on the DC list. • Benefits are extended to all students within the household. • All applications selected for review were determined correctly and were complete with all required dates, signatures and the social security number of the applicant. • All applications were processed within 10 days. • Eligibility status and effective dates were transferred to the point of service accurately. • Direct certification lists are downloaded and kept on file.</p>
<p>CIVIL RIGHTS: • The district’s school food service website and menu have the non-discrimination statements listed on them. • The food service director works with families that request special diet modifications for their student. The diet modification form is completed and the FSD works to ensure the student receives the foods that he/she needs. • An approved milk substitute is offered to students with a lactose intolerance. • Civil rights training was provided to food service staff. • The racial ethnic form is completed and shows that no discrimination was made when providing eligibility benefits. • The public release was sent to the local media outlet at the beginning of the school year. • The “And Justice For All” poster is on display in a public location.</p>
<p>FOOD SAFETY: • Food found in storage was stored properly, at least 6” off of the floor. Packages of food that are open are labeled and dated. • Temperatures are monitored and recorded for all milk coolers, refrigerators, freezers, and hot foods. • The most recent food safety inspection report is on display in a public location. • The food service director requested an additional food safety inspection from the Department of Inspection and Appeals. • The HACCP plan is available at all sites. • The food service director and managers at each site are ServSafe certified.</p>

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MEAL COUNTING AND CLAIMING: • The point of service line at breakfast and lunch was organized and orderly allowing the cashier to ensure every student had a reimbursable meal. • All students counted and claimed at the observed breakfast and lunch meals had a reimbursable meal. • The cashier did an excellent job asking students to go back through the service line for additional items as needed to ensure they had a reimbursable meal. • The edit check report from the point of service system matched the review period claim for reimbursement. • The edit check report count from day of observation was reasonable when compared to review period count.

MEAL PATTERN REQUIREMENTS: • Food production records are complete and include menu items served, total quantity prepared, serving size, planned and actual servings served, seconds and leftovers. • At least 2 different types of approved milk are made available. • Menu certification worksheets are completed by the food service director. • Signage is posted that describes a reimbursable breakfast and lunch. • Posters and art work created by students are on display promoting healthy foods. • CN labels, product formulation statements and recipes are on file for foods served during the review period. • The breakfast served during the review period met all the daily and weekly meal pattern requirements for the middle school (review site). • The lunch menu served at the review site, during the review period met all of the daily and weekly meal pattern requirements for all menu components including all of the vegetable subgroups. • Water is available to all students at breakfast and lunch as there is a water cooler with cups provided to students. • In addition to the hot vegetable option served daily, a variety of fresh vegetables are made available to students at the review site. • Serving sizes of condiments are controlled as food service staff proportion them into 1-2 oz. cups. • Foods found in storage meet the Buy American provision. • Grains served during the review period and when the SA was on-site are whole grain rich. A whole grain rich exemption has been approved for spaghetti noodles and documentation was on file. • Most canned foods found in storage are low sugar, reduced fat and/or low in sodium. • Offer versus serve is implemented properly.

ON-SITE MONITORING: • The lunch on-site monitoring form was completed for all three sites by February 1, 2018. • The breakfast on-site monitoring form was completed for all three sites by February 1, 2018.

PROCUREMENT: • The SFA has a procurement plan, debarment certification statements from vendors, a signature page and a code of conduct that includes all the required elements. • Price lists were saved from the prime vendor and are now being saved from the dairy vendor. • Bids for milk and bread were sent to at least two different vendors and included specific descriptions of all products and services to be procured, delivery specifications, approximate amounts of products that the SFA will need, and due dates of when the bids are due. The SFA picked the vendor that was able to meet the needs documented on the bid letter at the lowest price. • The correct purchasing methods were used based on the local purchasing policy's small purchase threshold.

PROFESSIONAL STANDARDS: • All staff with school nutrition program responsibilities met their professional standards training hours for the 2017-2018 school year as evidenced by approved documentation. • Training hours are tracked for all employees with school nutrition program responsibilities. • Civil rights training was provided to all staff with school nutrition program responsibilities. • Each site within the district has at least one employee that is ServSafe certified.

RESOURCE MANAGEMENT: • The SFA is charging the correct paid student lunch price according to their PLE tool and the correct adult lunch price according to the USDA requirements. • The SFA does a good job of using their USDA commodity foods as 97% were used in the 2016-2017 school year. • The SFA has a negative balance policy that describes how negative lunch accounts will be handled. The policy is distributed to all families upon registration annually. • The SFA's school food service account contains less than 3 months of operating costs. • Records are kept for 3 years plus the current year.

SCHOOL BREAKFAST AND SUMMER FOOD SERVICE OUTREACH: • Families are informed of the school breakfast program through the SFA's website, social media, and posters. • Families are informed of SFSP through social media, posters, and newsletters sent to families.

SCHOOL WELLNESS POLICY AND COMPETITIVE FOODS: • The wellness policy has been updated in the past 3 years, is individualized to the school's needs and contains all required elements. • The wellness policy is made available to members of the public as it is posted on the district's webpage. • The wellness committee is comprised of a variety of stakeholders and the community is invited to attend by posting upcoming meeting information on the webpage. • The wellness committee meets a few times a year to ensure that goals are being implemented. They have reported progress through an assessment of the wellness policy goals. The committee is working on a variety of goals and collaborates with other community organizations to provide a healthy school community to all students. • There is a nutrition calculator printout for all a la carte items sold to show that they are Smart Snack approved.

VERIFICATION: • The correct number of applications (2) were selected for verification and applications are selected from error prone applications first. • The verification process and report were completed on time. • Letters of notification of verification selection and results are sent to families and the SFA follows up with families if no response is received after

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the initial letter was sent. • A confirming official checked and signed the applications selected for verification prior to notifying families that they had been selected for verification. • Income application information provided by families was processed and eligibility status was determined accurately.