

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Tri-Center Comm School District-Neola (64600000)
SNP - Review ID: 4478

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

Site - Level Findings: Tri-Center Elementary School (0417)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Day of Review: 4 Lunches did not contain the required ½ cup of fruit and/or vegetables on the tray.	SFA will submit a plan on how they will ensure compliance with the meal pattern and that each student has a minimum of 1/2 c. fruit or vegetable on their tray.	
1400 - Food Safety	V-1400	There was not a written food safety plan at the elementary school. The food safety plan at the high school did not contain a Standard Operating Procedure (SOP) for blood-borne pathogens or other body fluids.	The SFA will attach SOP to be adopted pertaining to blood-borne pathogen and other body fluid clean-up. SFA will also provide a copy of the food safety plan to the elementary school kitchen. State that this task has been completed and where it is stored.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1000 - Local School Wellness Policy	V-1000	WELLNESS ASSESSMENT: The SFA is required to make the Wellness Policy and Assessment public.	Submit a timeline and plan on when and how the SFA will make the Local School Wellness Policy and Assessment available to the public and/or to the families it serves.	

Org - Level Technical Assistance

Area	Question	Comments
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600 - Dietary Specifications and Nutrition Analysis		SFA should ensure all products ordered are low sodium. It is advised to include this as a specification of products as you go through the bidding process.
700 - Resource Management		<p>PROCUREMENT: Technical Assistance was given to correct minor errors in the completed Procurement Plan.</p> <p>Procurement Plan and Code of Conduct must be completed annually.</p> <p>Must have signed debarment certifications kept on file.</p> <p>Include Buy American Clause in all Small and Formal Purchase agreements.</p> <p>Three types of purchases, (Federal Thresholds) Use the local thresholds when more restrictive:</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> <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>

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		<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	805 How are students with special dietary needs accommodated?	<p>SPECIALTY DIETS: SFA was provided TA to better monitor which student have required meal modifications based on a Diet Modification Request Form signed by a medical official. The School Nurse keeps all of these records and provides a list to the Food Service Department. The nurse was asked to differentiate which students have medical statement vs. which ones are at the request of the parent/student so that the FSD can plan accordingly. Current diet modifications include peanuts, sunflower and eggs. Production records should include a separate line item for these alternate meals. Emailed SFA a copy of the milk substitution list for future reference.</p>
1000 - Local School Wellness Policy		<p>WELLNESS POLICY: Provided the Local Wellness Policy folder from Team Nutrition that includes the handout on the Summary of the LWP Final Rule, the "Does Your Wellness Policy Measure Up?" handout and the school Building Progress Report form. Discussed the requirement that all fundraisers also comply with Smart Snacks standards.</p>
1200 - Professional Standards	1218 Validate the SFA's response to Question 1206 on the Off-site Assessment Tool, if applicable.	<p>TA was given to continue to work on completing Professional Development hours.</p> <p>ANNUAL TRAINING: Food Service Director was advised to maintain a spreadsheet with all staff, tracking 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>Director- 12 hours annually</p> <p>Manager- 10 hours annually</p>

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		Full-Time Staff- 6 hours annually Part-time Staff- 4 hours annually
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Site - Level Technical Assistance Tri-Center Elementary School (0417)

Area	Question	Comments
800 - Civil Rights	810 Is the USDA "And Justice for All" poster displayed in a prominent location and visible to recipients of benefits? If NO, describe reason.	SFA did not have the most recent version of the Civil Rights poster hanging. An updated poster was provided by the SA. Poster was replaced during on-site visit.
1400 - Food Safety	1407 Were on-site (or Off-site, if observed) storage violations observed? If YES, explain.	The bottom shelf in the dry storage room in the Elementary building is not 6 inches off the floor. Food service staff should be mindful of proper glove use; wash hands before putting on gloves and avoid touching food and nonfood items with gloves on, which may cause cross-contamination.

Org - Level Commendations

Description
APPLICATIONS/BENEFIT ISSUANCE (100): Benefit documents, as well as all paperwork, were extremely 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. All applications were correctly determined, applications were complete with SSN's and case numbers, and all applications were determined within ten days. Income was only converted to annual when there was more than one frequency of income. 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. Waivers are provided to applicants and indicate specific fees. Eligibility is kept confidential.
BREAKFAST & SUMMER PROMOTION (1600): The SFA does an excellent job of promoting breakfast with reminder signs, daily announcements, and posters around the school. Menus are posted in each cafeteria as well as the website. The SFA has had special events to help boost attendance at breakfast, like the Superintendent served donut sundaes. The SFA talks to students and is exploring new menu items to help with participation as well. Summer Food Service Program, SFSP, outreach for the SFSP program state-wide is shared via websites, lunch menus, newsletters, flyers, etc.
CIVIL RIGHTS (800): The And Justice for All civil rights poster was posted in both cafeterias. Annual civil rights training was provided food service staff and documented. The district has taken reasonable steps to ensure that students with special dietary needs are adequately accommodated and that proper documentation is on file. Ethnic/racial information is collected and the form is completed. No discrimination was observed. SFA on-site monitoring was completed to ensure that all schools are meeting program requirements. The current non-discrimination statements is included on all program materials.
COMPETITIVE FOODS & SMART SNACKS (1100): Students may purchase a second entrée and other a la carte items at the high school. Students at the elementary buildings may purchase milk a la carte. Documentation was available to show that all foods and beverages sold to students by the food service department during the school day met Smart Snack and Healthy Kids Act standards. The Smart Snacks calculator at the Alliance for a Healthier Generation website is used to document items sold a la carte by the food service department. No vending machines were available to the students.
FISCAL ACTION: Errors fell below the \$600 disregard. No fiscal action was required.

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<p>LOCAL SCHOOL WELLNESS POLICY (1000): The wellness policy has been updated within the past three years and posted on the school's web site. The policy has nutrition education, physical activity and other wellness goals included. An assessment has been completed. A wellness committee is in place to set goals and help assess the completion of the goals. The wellness committee reports to the SIAC committee. Wellness initiatives include: Trojan Fit Club, walking club with students and parents, classroom curriculum addressing health and nutrition, and incorporation of NutriSlice software which allows families to review ingredients and nutrition of menu items.</p>
<p>MEAL COUNTING & CLAIMING: Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of December appeared accurate and complete. Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period and support the numbers on claims.</p>
<p>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. SFA utilizes a variety of spices when cooking their meals which add flavor, but not sodium.</p>
<p>PROCUREMENT: The SFA has a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for rewarding, reviewing, documenting and monitoring procurement events. The SFA also has a written Code of Ethics/Conduct which includes conflicts of interest, accepting items of monetary value, disciplinary actions, and checks and balances. The SFA has collected some of the required debarment statements.</p>
<p>PROFESSIONAL STANDARDS (1200): Tracking was provided that documents that the director received the required 12 hours of annual training, full-time employees received the required 6 hours of training, and all other staff have received at least 4 hours of annual training. (Or state that there is a plan, and they are on-track to complete hours by the end of the year.) There was a comprehensive list of all employees involved in child nutrition programs in the district, and training was correctly documented. Civil Rights training has been completed by most of the employees and plans have been made for the remaining employees to complete their 1 hour of Civil Rights Training.</p>
<p>RESOURCE MANAGEMENT (700): The resource management section of the off-site assessment tool was completed on time. Review month receipts 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. The Non-Program Revenue Tool was completed and accounts for all revenue and expenses. SFA maintains an operating balance at or below the 3 month average. SFA spent 99% of their allotted USDA Foods funds in 2016/2017. Reports are filed on time, and all records are maintained for at least three years plus the current year.</p>
<p>VERIFICATION (200): The correct number of applications were verified and the verification process was completed on time. The application selected for verification was confirmed prior to verification and the SFA checked e-lookup prior to sending notification to the household.</p>

Site - Level Commendations Tri-Center Elementary School (0417)

Description
<p>HACCP/FOOD SAFETY (1400): Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, and dishwasher. Temperature records are kept for a minimum of 6 months. 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.</p>
<p>The elementary cafeteria has bright and colorful posters steering students towards choosing healthy meals. Students were observed to take most components, and clean their plates. Students were allowed to socialize during lunch. All condiments were proportioned, and students were limited on how much they could take.</p>
<p>WATER (1300): Water was available to all students at the water fountain in the dining area during breakfast, lunch and throughout the day.</p>