

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**West Des Moines Comm School District (69570000)**  
**Review Dates: November 1-3 and 6-9, 2017**

**Program Year:** 2018  
**Month of Review:** September  
**Lead Reviewer:** Deb Linderblood  
**Org Representative(s):** Willow Dye, Food Service Director

**Org - Level Findings**

<b>Area</b>	<b>Findings ID</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>	<b>Corrective Action Response</b>
200 - Verification	V-0200	The SFA's Household Selection Letter does not have the modified Use of Information Statement (The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals) and the USDA non-discrimination statement is less than a font size of 9.	Submit a revised version of the Household Selection Letter which includes the modified Use of Information Statement and the USDA non-discrimination statement in a font of 9 or greater.	
200 - Verification	V-0200	The SFA's Notice of Adverse Action generated by their software system gives households more than 10 calendar days to appeal and also has an incorrect date for when the student's eligibility status will expire. In addition, the USDA non-discrimination statement is in a font size that is less than 9.	Submit a copy of a revised Notice of Adverse Action showing that the software system is inserting the correct date for when the household must appeal, a correct date for when the student's eligibility status will be changed and that the USDA non-discrimination statement is at least a font size of 9.	
700 - Resource Management	V-0700	The SFA does not currently have a Code of Conduct for the nutrition department which contains the required elements. TA provided that the State Agency has a template that can be used and disciplinary action specific for the SFA be added to the template	Develop and attach a nutrition Code of Conduct.	
800 - Civil Rights	V-0800	On the Nutrition section of the district's web page the USDA and Iowa non-discrimination statements are not the most current versions.	Update the USDA and Iowa nondiscrimination statements on the nutrition section of the districts web site. State your intentions to periodically check to be sure the statements are up-to date.	
800 - Civil Rights	V-0800	The SFA has not completed the racial/ethnic form.	Complete and attach the racial/ethnic form for school year 2017-2018.	
1000 - Local School Wellness Policy	V-1000	The SFA has not completed an assessment on the implementation of the Local School Wellness Policy.	State your intentions and a time frame for when the SFA will complete an assessment on the implementation of the Local School Wellness Policy.	

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Site - Level Findings: Walnut Creek Campus (0118)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Lunch	V-0300	Four Oaks students are not counted at the point of service.	For your response, submit the roster form you will use to accurately document meals provided at the Point of Service.	
400 - Meal Components and Quantities - Lunch	V-0400	The menu is posted; however, no signage was posting describing what constitutes a reimbursable meal for breakfast or lunch.	Manager developed signage during the on-site review. Please attach a photo of new signage.	
400 - Meal Components and Quantities - Lunch	V-0400	At Walnut Creek, the original production sheets the SFA sent to the State Agency for completing the menu certification worksheets with had 1/4th cup as the portion size for vegetables. Per the Food Service Director they actually serve a 1/2 cup portion size. TA provided that the SFA needs to be sure that production sheets reflect how much is actually served.	Complete and attach a week's worth of production records from Walnut Creek at lunch showing that the vegetable serving size is 1/2 cup.	
1100 - Smart Snacks in School	V-1100	All Vending items except the "Quaker Big Chewy Granola Bar" appear to be Smart Snack compliant. Principal mentioned no one monitors foods or drinks the vendor chooses to offer in vending.	For your response, the Food Service Director is to share the Alliance Calculator website with the Principal for him to maintain Calculator Printouts on site. Please submit either a printout for the Quaker Chewy Granola Bar showing compliance or state that it will be removed from vending.	
1400 - Food Safety	V-1400	District Food Safety Plan was available on site, however, it needs to be updated to be site specific to Walnut Creek and include Standard Operating Procedures for Walnut Creek.	For your response, share your plan and timeline for updating the Food Safety Plan available at Walnut Creek and that the plan will have Standard Operating Procedure specific to Walnut Creek.	

Site - Level Findings: Crestview Elementary School (0427)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Signage does not explain what constitutes a reimbursable breakfast.	For your response, attach a picture of the signage you plan will post explaining to students what constitutes a reimbursable breakfast.	
1700 - Afterschool Snack	V-1700	Food Production Records list that 8 oz. milk is offered, but do not list number of milks served.	For your response, share your revised procedure for completing Food Production Records for the Afterschool Snack program at Crestview.	
1700 - Afterschool Snack	V-1700	The SFA has not completed monitoring of the operation of the After School Care Program in School Year 2017-2018. TA provided that the SFA needs to complete the After School Care Program monitoring form each school year within the first 4 weeks of operation and a second time before the end of the school year.	Complete and attach the After School Care Program on-site monitoring form for Crestview Elementary.	

Site - Level Findings: Valley Southwoods (0127)

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Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
500 - Offer versus Serve	V-0500	At Valley Southwoods the SFA does not have signage explaining what constitutes a reimbursable meal to students, including the requirement to select at least 1/2 cup of fruit and/or vegetable. Cashiers had to send a lot of students back to the serving line to get additional fruit or vegetable in order to have a reimbursable meal.	For Valley Southwoods make or obtain signage explaining what constitutes a reimbursable meal to students, including the requirement to select at least 1/2 cup of fruit and/or vegetable and take a picture of the new signage and attach.	
1100 - Smart Snacks in School	V-1100	1. The SFA is currently not putting side dishes that are sold la la carte into the nutrition calculator to see if the items are Smart Snack compliant. TA provided that entrees sold the day of or the following day are exempt from the Smart Snacks standards but sides need to meet the guidelines. For items such as French Fries, the condiment (an average usage) must be included when entering the nutrition data into the Smart Snack calculator. 2. The vending machine at Valley Southwoods contains regular soda (Root Beer, Sierra Mist, Pepsi and Mountain Dew) that are not Smart Snack compliant. 3. There was not documentation for the following products that are sold a la carte in the vending machine showing that they are Smart Snack compliant: Big Chewy, Whey Protein Bar and a Breakfast Cookie.	1. Describe a plan for how you will ensure that all a la carte food items sold to students meet Smart Snacks requirements, including sides that are initially part of a reimbursable meal. Indicate that you will include condiments when appropriate when determining if an item is Smart Snack compliant. 2. State who will monitor that the beverages sold in the vending machine at Valley Southwoods are Smart Snack compliant. Indicate who and when the person responsible for vending at Valley Southwoods will be trained on the Smart Snacks regulations. State that you will no longer offer regular soda and what beverage(s) will replace the regular soda. 3. Attach documentation from the nutrition calculator showing that the Big Chewy, Whey Protein Bar and Breakfast cookie are Smart Snack compliant or state the product will not be offered.	

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	131 Were all direct certifications (SNAP, TANF, FDIPIR, foster, homeless, runaway, migrant, and/or Head Start) correctly certified? If NO, explain. Record errors on the Certification and Benefit Issuance Error Worksheet, SFA-1.	TA provided that if a student is found on the direct certification list as FIP or Foster Care and then later are on the direct certification list as Food Assistance, the SFA needs to update their Benefit Issuance System to reflect that the student is receiving free meal benefits due to Food Assistance. This assures that when the SFA completes their Verification Report that these students will be counted as Directly Certified through Food Assistance.
200 - Verification	206 When a confirmation review was conducted,	SFA's Food Service Director has been confirming household applications selected for verification however TA was provided that it should be documented on the printed version of the application with a signature and a date.
200 - Verification	208 a. Did the SFA attempt to directly verify selected applications?	TA provided that when a household submits an application with a case number on it or if an application with a case number is selected for verification, the SFA should try to locate the student(s) on ELookup. If found, this student is then directly verified and the household does not to be sent a letter that they were selected for verification.

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700 - Resource Management		<p>TA provided:</p> <ol style="list-style-type: none"> <li>1). The written procurement procedures should include that acquisitions of goods and services will not include duplicative and unnecessary items.</li> <li>2). Add the signature of School Board member on the Procurement Plan signature page. School board approves formal procurement of goods and services prior to issuing a public notification.</li> <li>3). For locally-sourced corn/apples/carrots, the Food Service Director should spread the wealth and procure from multiple producers. In School Year (SY) 2016-2017, the same vendor was used for locally sourced produce. In SY 2017-2018, different vendor(s) should be used.</li> <li>4). When adding new products to an amended bid, the Food Service Director should do a price check to estimate the cost of the item prior to soliciting.</li> <li>5). The School Food Authority (SFA) must state what would constitute a material change when piggybacking is allowed.</li> <li>6). When doing an Invitation For Bid the SFA needs to do a public notification.</li> <li>7). Informed the Food Service Director that on IowaCNP under download forms there are templates for Request for Proposals and Invitation for Bids.</li> <li>8). For the purchase of any agricultural commodity, please include the "Buy American" provision.</li> <li>9). When using formal and small procurement methods, inform the vendors the estimated aggregate amount of the purchases and the contract award type (fixed, cost reimbursable, or fixed cost with escalator clause).</li> </ol>
800 - Civil Rights	801 Does the School Food Authority have a Public Release?	TA provided that even if other SFAs in the Des Moines area provide the public release to the local media the SFA must still submit the public release and keep documentation that it was submitted.
1000 - Local School Wellness Policy	1005 Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy.	TA provided on where to locate the State Agency prototype School Wellness Policy Progress Report on the Department of Education web page to use when the SFA completes their assessment.
1100 - Smart Snacks	1102 How does the SFA account for accompaniments when determining whether food items meet the Smart Snack standards?	TA provided that all sides (even if they are part of a reimbursable meal) must meet Smart Snacks requirements. Only entrees can be sold the day of or the following day as la carte and not be Smart Snack compliant (only entrees are exempt). SA also provided that when selling sides a la carte, the accompaniments must be included when entering foods into the nutrition calculator. SFA would need to estimate how much condiment is used for a la carte items.
Resource Mgt Comprehensive Review	1 Did the SFA obtain an approved indirect cost rate from the State Education Agency (SEA) or other State Agency?	TA provided on where to go on the Department of Education web page to find the SFA's indirect cost rate. Instructed SFA to use the unrestricted indirect cost rate. Additional TA provided on what the indirect cost rate can be applied to (nutrition labor, supplies and nutrition travel). Discussed with the Food Service Director that the State Agency recently learned that nutrition equipment repairs are also to be covered under the indirect cost; however we are seeking further clarification and additional information will be provided to SFAs.
Resource Mgt Comprehensive Review	4 Did the SFA apply the indirect cost rate to the correct direct cost base?	TA provided that the indirect cost rate of 10.18 or less should be applied to food service labor, supplies and food service travel.
Resource Mgt Comprehensive Review	5 What process did the SFA use to calculate its compliance with the revenue from nonprogram food requirements in 7 CFR 210.14(f)?	TA provided that the Financial Report on IowaCNP which is populated using the Certified Annual Report provides the nonprogram revenue tool and indicates if nonprogram revenue contributes adequately to Total Revenue.

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**Site - Level Technical Assistance Walnut Creek Campus (0118)**

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	402 Are the minimum daily quantity requirements met for the age/grade group being offered?	Breakfast FPR worksheet completed by nutrition staff shows only milk and juice. Transported Food is listed on another sheet. The manager picks up the worksheet and enters the information into electronic Food Production Record later. It was recommended to expand the worksheet to become a Transport Food Production Record to document all items offered, used and left over at breakfast. The SFA should include temperatures taken at Stillwell and Walnut Creek. For the day of observation, this would include: 1/2 cup Mixed Fruit, Toast, Cereal, "Sausage-Cheese & Gravy Topped Toast", condiments of margarine and jelly. (Additionally, a bowl apples and bananas were available for students, which was described as a "donation for all".)
900 - SFA On Site Monitoring	903 Does documentation indicate that corrective action was successful? If NO, explain.	TA provided that when completing the on-site monitoring forms, if corrective action is needed then the SFA needs to make a follow-up visit to the site within 45 days, observe if corrective action was implemented and obtain signatures on the on-site monitoring form.

**Site - Level Technical Assistance Valley Southwoods (0127)**

Area	Question	Comments
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?	TA provided that the milk substitute used by the SFA must be nutritionally equivalent to cow's milk. At Valley Southwood the Silk milk substitute on-hand only has 5 grams of protein in an 8 oz. portion. Provided the Food Service Director with a list of milk substitutes that are nutritionally equivalent to cow's milk. Food Service Director stated that the milk substitute is on their milk bid and that they are supposed to be getting is a product that is nutritionally equivalent to cow's milk.
400 - Meal Components and Quantities - Lunch	409 Review production records and other supporting documentation, did all reviewed meals during the review period indicate that all of the required meal components per weekly meal pattern requirements were offered and served to students? If NO, explain any errors identified and the technical assistance provided. Indicate whether the violations identified were repeat violations for the SFA. Record the number of meals observed missing required meal components on the S-1, 15. Record only the number of incomplete meals claimed for reimbursement that will be subject to fiscal action in the appropriate field on S-1, 16.	Prior to the on-site portion of the review, it was found that the SFA was serving non-whole grain rich macaroni. TA provided that the SFA needed to get a waiver from the State Agency if they had a reason for not wanting to serve whole grain rich macaroni. The SFA sent in a waiver request the following day and it was approved by the State Agency.
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	TA provided that on the SFA's cornbread recipe since the recipe yields a 1.298 oz. serving size, this amount needs to be indicated where it says Serving size instead of 1 oz. as it takes a 1.2 oz serving to equal 1 oz. eq. of cornbread. Discussed that recipe also needs to instruct cooks on how many pounds of dough need to go into each pan and how many pans the recipe should make.
900 - SFA On Site Monitoring	901 a. Was the on-site review of the lunch counting and claiming procedure completed prior to February 1?	TA provided that SFAs, in addition to lunch on-site monitoring, are required to also complete breakfast on-site monitoring for 50% of their sites per year by February 1st. Informed the Food Service Director that the State Agency has revised the on-site monitoring form and it is available on IowaCNP under download forms.

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**Site - Level Technical Assistance Crestview Elementary School (0427)**

Area	Question	Comments
300 - Meal Counting and Claiming - Lunch	325 b. Were the counts by category correctly used in the Claim for Reimbursement?	The SFA had a student that they determined after their September claim was submitted that the student should have been free due to extended eligibility so the status was changed in the Benefit Issuance system so the edit check the SFA ran on 11/3/17 had 19 paid meals that should have been free. SFA decided to not submit an adjusted claim. TA provided the SFA can file an adjusted claim within 90 days from the end of September.
400 - Meal Components and Quantities - Breakfast	401 Did all meals observed and counted for reimbursement for the day of review contain all of the required meal components?	Menu item signage suggests Biscuit and Sausage Gravy credits for 1 Grain + 1 M/MA. Sausage is in the gravy, but students were not given 1 oz. eq. sausage consistently. (Cashier at POS did not enter this as a creditable item so it did not affect the meal counts.)
400 - Meal Components and Quantities - Breakfast	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	There was one day during the week selected to use to complete the menu certification worksheets that there was not at least 50% fruit for the 1 cup fruit requirement. TA provided that the SFA needs to offer 50% of the fruit they offer for breakfast as fresh or canned fruit vs. juice.
1900 - Fresh Fruit and Vegetable Program (FFVP)		TA provided on submission of the FFVP claim. The SFA will report the number of units purchased and the cost per unit and not number of snacks served and cost per serving. An Administrative time study will be done to document the amount of time the Manager devotes to the FFVP.

**Org - Level Commendations**

Description
Certification and Benefit Issuance: The SFA has electronic and scannable free and reduced price applications available to households. Their electronic and scannable applications were approved by the State Agency for use in School Year 2017-2018. Benefit documents were very well organized. The Determining Official is very thorough and pays attention to details. The current application form and guidelines were used, direct certification is downloaded twice a month as required, benefits are accurately and frequently transferred to the POS system, and denied applications were correctly determined. All applications were correctly determined, signed and dated by the household member, 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. The SFA has a back-up system for benefit issuance documents and system.
Civil Rights: The And Justice for All civil rights poster was posted in the cafeterias, services are offered for Limited English Proficient households, annual civil rights training was provided to food service staff and documented. Students with special dietary needs are correctly documented and accommodated. No discrimination was observed.
Fiscal Action: There will be no fiscal action resulting from this Administrative Review.
Food Safety: Dry and frozen USDA Foods are stored in a central warehouse. The food is properly stored. The District has a district-wide food safety plan that includes all required elements.
Local Meal Charge Policy: The SFA developed and approved a meal charge policy on June 26, 2017. The policy was e-mailed or mailed to all households and staff were informed of the policy during safe schools training. The policy states that students who qualify for free meals shall never be denied a reimbursable meal.
On-site Monitoring: The on-site monitoring forms were completed for 100% of the SFA's sites for lunch. The SFA completed the State Agency on-site monitoring form and in addition monitors some of their own parameters such as monitoring if Kindergarten children put in their own pin number and comparing the published menu to what was actually served.
Procurement: The Food Service Director attended the State Agency's Regional Procurement Training in Des Moines. The Food Service Director completed the nutrition procurement event plan for school year 2017-2018 and identified the types of purchasing methods that should be used (micro, small or formal). Cost analysis is estimated during contract renewal. Specifications allow pricing to be submitted for an

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<p>equal product. The Prime vendor contract included all of the required Federal terms and conditions. The Prime Vendor Request For Proposal had the Buy American provision. The Request For Proposal had evaluation criteria with price as the primary factor. The Food Service Director maintains sufficient records for all Procurement activities. The Food Service Director monitors all contracts to ensure contract terms and conditions are being met and for cost reimbursable contracts that discounts, credits and rebates are returned to the Child Nutrition in a timely manner. Members of the Central Buying Consortium meet regularly to also monitor contracts as a group. The Food Service Director is ordering their USDA Foods in sufficient quantities to use their allotted dollars by the end of the school year.</p>
<p>Professional Standards: All nutrition staff have started to obtain the required training for school year 2017-2018. The Food Service Director plans to provide training opportunities so that all staff will obtain their required training by the end of the school year. The Food Service Director has an excel spreadsheet to track training hours for each nutrition staff member.</p>
<p>Reporting and Record Keeping: Reports are filed on time, and all records are maintained for at least three years plus the current year.</p>
<p>Resource Management: 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 tool was completed and prices were increased as required. The Non-Program Revenue tool was completed, and no increase in prices were required. Money is not transferred out of the account to support other programs. The SFA effectively utilizes its USDA entitlement for USDA Foods by using direct distribution and diverted foods and DOD Fresh Fruit and Vegetable.</p>
<p>School Breakfast and Summer Food Service Program Outreach: School Breakfast Program outreach was sent out at the beginning of the year to inform families of the availability of the program. Reminders of the SBP were also sent out throughout the school year. Outreach included announcements, newsletters, the school website, social media, posters, etc.</p>
<p>Verification: The correct number of applications were verified and were correctly selected from error prone applications. All income sources were verified with at least one month's income, and the process was completed on time. The application(s) selected for verification were confirmed prior to verification. The SFA had at least one person attend training. The verification report was completed accurately and on time.</p>
<p>Wellness Policy: The SFA's wellness policy was reviewed and revised on June 26, 2017. The public is made aware of the SFA's wellness policy and assessments via the district's web site. The following individuals are involved in reviewing and updating the Local Wellness Policy: Elementary &amp; Secondary Principals, School Nurse, PE Curriculum Coordinator, School District Elementary and Secondary Curriculum Directors and the Food Service Director. There is a parent advisory committee that reviews the policy and comments are shared with the Wellness Committee. A Principal Advisory Committee that includes students reviews the policy and provides feedback. There is also a public comment period before any revisions are made. Potential stake holders are made aware of their ability to participate in the Wellness Committee. There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity.</p>

**Site - Level Commendations Walnut Creek Campus (0118)**

Description
<p>Food Safety: A copy of the food safety plan was available at Walnut Creek. Temperature logs are maintained for all coolers-including milk coolers, freezers and food served. Good food safety procedures were observed. The kitchen area was orderly and clean. Food Service workers wore proper hair restraints and practiced good gloving procedures. The Manager, Head Cooks and Floaters who fill in for the Head Cooks as well as the Food Service Director and Assistant Food Service Director are Serv-Safe Certified.</p>
<p>Meal Components and Quantities: The Food Service Director and the Assistant Food Service Director do a good job of menu planning. All meal components were available at the beginning of meal service on the days of observation and throughout meal service. All meals observed met minimum daily requirements. The menus met weekly and daily meal pattern requirements for students served at Walnut Creek. Documentation indicated that foods purchased and food production ensured meals contained the required components and quantities. CN labels and Manufacturer's Statements, as well as nutrition facts and ingredient labels used for producing meals were on file. At least two types of milk are offered. Students had sufficient time to eat after receiving meals. Nutrient analysis was not required.</p>
<p>Meal Counting and Claiming: Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of September were accurate and complete. Point of Service (POS), counts and filed claims appear accurate. PrimeroEdge is used as the school's POS system. There is a POS for all students, and the POS was organized and orderly. Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. Cashiers are trained and appeared aware of what constitutes a reimbursable meal. Daily edit checks are performed.</p>
<p>Nutritional Quality of School Meals: The Food Service Director assisted in completing the USDA menu worksheets for the week of September 11-15, 2017 for breakfast and lunch. The worksheets showed that the meal pattern was met for meats, grains, fruit and milk. Some practices that help improve the nutrition quality of the school meals include: only using low-fat or fat-free milk for student consumption and in menu recipes, controlling the portion sizes of condiments, offering some reduced-fat, low-fat and fat-free salad dressings, using frozen vegetables in place of canned, limiting grain-based desserts to no more than 2 oz. eq. per week and draining fat from browned meats.</p>
<p>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.</p>
<p>Water: Free potable water is available to all students in the cafeteria.</p>

**Site - Level Commendations Valley Southwoods (0127)**

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Description
Food Safety: A copy of the written food safety plan was available at the Valley Southwoods. 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 and dishwasher. Good food safety procedures were observed. Opened foods were labeled and dated. Food Service workers wore proper hair restraints. The Manager, Head Cooks and Floaters who fill in for the Head Cooks as well as the Food Service Director and Assistant Food Service Director are Serv-Safe Certified.
Meal Components and Quantities: The Food Service Director offers a large variety of options for the 9th graders to select from each day. 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. Documentation indicated that foods purchased and food production records ensured meals contained the required components and quantities. CN labels and Manufacturer's Statements, as well as nutrition facts and ingredient labels used for producing meals were on file. Many low fat and low sodium food items were observed in storage. Students had sufficient of time to eat after receiving meals.
Meal Counting and Claiming: Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of September were accurate and complete. Point of Service counts and filed claims appear accurate. PerimeroEdge is used as the school's POS system. Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. Food Production Records were on file for all meals claimed for reimbursement for the review period. Cashiers are trained and appeared aware of what constitutes a reimbursable meal. Edit checks are performed.
Nutritional Quality of School Meals: The Food Service Director assisted in completing the USDA menu worksheets for the week of September 11-15, 2017 for lunch. The worksheets showed that the SFA met the meal pattern for meat, vegetable, fruit and milk. Some practices that help improve the nutrition quality of the school meals include: only using low-fat or fat-free milk for student consumption and in menu recipes, controlling the portion sizes of condiments, offering some reduced-fat, low-fat and fat-free salad dressings, using frozen vegetables in place of canned, limiting grain-based desserts to no more than 2 oz. eq. per week and draining fat from browned meats. A variety of entrees, grains, fruits, and vegetables are offered throughout the month for lunch—including many fresh fruits and vegetables. Four types of milk are offered.
Offer vs. Serve: Offer vs. Serve is being implemented properly. All students observed selected 1/2 cup of fruit and/or vegetable. Cashiers have been trained on offer vs. serve.
Smart Snacks: Students are able to purchase foods via a la carte sales and vending machines. Exempt leftover NSLP entrees are only sold the same day, or the day after, they are initially offered. Documentation was available to show that all a la carte sold to students during the meals 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.
Water: Free potable water is available to all students for lunch.

**Site - Level Commendations Crestview Elementary School (0427)**

Description
An Afterschool Snack Program is offered at Crestview Elementary School. All Snacks observed were reimbursable; a minimum serving of two items are provided with correct serving size. Counts are taken via Point of Service electronic system and counts matched the claim for the review month.
Food Safety: A copy of the district's Food Safety plan was available at Crestview Elementary. Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, dishwasher. Good food safety procedures were observed. Food Service workers wore proper hair restraints and practiced good gloving procedures. The manager, Head Cooks and Floaters who fill in for the Head Cooks as well as the Food Service Director and Assistant Food Service Director are Serv-Safe Certified.
Fresh Fruit and Vegetable Program: A wide variety of fresh fruits and vegetables are offered. Nutrition education is an integral part of the program. A classroom was observed and the teacher integrated the nutrition education activity and Language class.
Meal Components and Quantities: The Food Service Director and Assistant Food Service Director does a good job of menu planning. 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. Students had sufficient of time to eat after receiving meals. All meal components were available at the beginning of meal service on days of observation and throughout meal service. All meals observed met minimum daily requirements. The menus met weekly and daily meal pattern requirements for PreK - Grade 6 at Crestview. Documentation indicated foods purchased and food production ensured meals contained the required components and quantities. CN labels and Manufacturer's Statements, as well as nutrition facts and ingredient labels used for producing meals were on file. Menu Worksheets were completed for a specified week during review month of September. Nutrient analysis was not required.
Meal Counting and Claiming: Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of September were accurate and complete. Point of Service (POS), counts and filed claims appear accurate. PerimeroEdge is used as the school's POS system. There is a POS for all students, and the POS was organized and orderly. 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. Daily edit checks are performed.
Nutritional Quality of School Meals: The Food Service Director assisted in completing the USDA menu worksheets for the week of September 11-15, 2017 for lunch. The worksheets showed that the SFA met the meal pattern for breakfast and lunch. The Food Service Director also completed the Dietary Specifications Form. Some practices that help improve the nutrition quality of the school meals include: only using low-fat or fat-free milk for student consumption and in menu recipes, controlling the portion sizes of condiments, offering some reduced-fat, low-fat and fat-free salad dressings, using frozen vegetables in place



**Iowa Department of Education**

**Bureau of Nutrition and Health Services**

**State Review Summary Report**

**West Des Moines Comm School District (69570000)**

**Review Dates: November 1-3 and 6-9, 2017**

of canned, limiting grain-based desserts to no more than 2 oz. eq. per week and draining fat from browned meats.
Offer vs. Serve: Offer vs. Serve is implemented properly. Kindergarten - 6th grade students chose at least 1/2 cup fruit or vegetable offered from appealing self service bar. Cafeteria staff have been trained on offer vs. serve; Point of Service operator was excellent in encouraging younger students in learning PIN number or needing more to meet 1/2 cup fruit or vegetable requirement. There was excellent signage explaining what constitutes a reimbursable meal for lunch.
Smart Snacks: Grade 1 - 6 students are able to purchase foods via a la carte sales. All foods sold meet the Smart Snack standards for nutrition content.
Water: Free potable water is available to all students for lunch and breakfast.
Wellness Policy is posted on bulletin board in front entrance at Crestview Elementary School.