

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Sacred Heart School-West DSM (69578104)
Dates of Review: 1/15/2019 – 1/17/2019

Program Year: 2019
Month of Review: December
Lead Reviewer: Jean Easley
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
200 - Verification	V-0200	Principal signed application selected for verification as confirming official and is listed on application as the hearing official. Prior to any other verification activity, a confirming official, other than the determining official must review, sign and date application selected for verification. The Hearing Official is not to be involved in making determination in any way and should be a position of higher authority.	State who will be the Determining Official, Confirming and Hearing Official. When will the confirming official review the application(s) selected for verification?	
700 - Resource Management	V-0700	Financial Report for SY18 (which includes the non-program revenue tool) has not been completed in IowaCNP. SFAs at non-public schools must complete annually in September.	Complete the SY18 Financial Report in IowaCNP and state your understanding it must be completed annually in September.	

Site - Level Findings: Sacred Heart School (8104)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Menu is a "Serve Only" school. The primary Type A or "hot lunch" menu meets all daily and weekly requirements for PreK - 8th grade. However, some "alternate" entree options are short meeting weekly meat/meat alternate (M/MA) requirements. Technical Assistance given for: Cold Meat Sandwich meets 8 M/MA weekly which is slightly short for Grade 6 - 8 who are required to receive 9. Salads served to Grade 6 - 8 are short .75 M/MA weekly. This is a repeat finding that Grade 6 - 8 are short M/MA, therefore fiscal action will be applied.	1) Describe your plan to adjust your menu plan for offering alternate entrees to meet weekly M/MA requirements, particularly for Grade 6 - 8. 2) State your plan to include meal pattern crediting on recipes.	

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1100 - Smart Snacks in School	V-1100	All "sides" sold as a la carte must meet smart snacks standards. Sides sold on the day of the review "Potato Smiles" and one additional choice of a side, are too high in calories and sodium to be compliant.	Describe your plan for ensuring sides are compliant with smart snack standards.	
1300 - Water	V-1300	Free potable water must be available to students during lunch. The water fountain is not located in a location convenient enough to meet this regulation.	Describe your plan to ensure water is available during lunch.	

Org - Level Technical Assistance

Area	Question	Comments
300 - Meal Counting and Claiming	308 Have alternate points of service been approved by the SA?	PRESCHOOL: the preschool location is considered an alternate point of service because this is where the 3 year old preschoolers are counted and claimed for family style lunches.
700 - Resource Management		USDA FOODS: Be sure to check usage of Diverted Foods usage monthly. Consider better utilizing USDA Paid Assistance Level (PAL) given your limited storage at Sacred Heart by increasing DoD Produce. Last year you used 89.5% of PAL. This is good; challenge to utilize funds at 100%.
700 - Resource Management		NON PROGRAM REVENUE: SFA must complete Financial Report in IowaCNP annually. This will calculate your non program revenue. Technical Assistance given to be sure to charge enough for other departments ordering food and catering events.
700 - Resource Management	703 Excluding the purchase of equipment using equipment grant funds, if the SFA used food service funds to buy equipment* during the school year under review, did it receive prior approval from the State agency either directly or via the State's pre-approved equipment list?	EQUIPMENT PURCHASES: Any equipment purchase equal to or exceeding \$5,000 must receive State Agency (SA) approval prior to purchase. State Agency has developed a "Pre-approved" Nutrition Equipment List - Look for state agency to provide this school year.

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1200 - Professional Standards	1217 a. Please describe the frequency (i.e. annually, quarterly, monthly etc.) in which training hours are being tracked. (ie entered into a tracking mechanism.)	TRAINING TRACKER: An alternative document is shared which may be an easier way to manage training documentation.
1200 - Professional Standards	1219 a. Are there additional employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program?	Preschool Teachers who receive training on meal counting, food safety and civil rights. Maintain documentation.
1400 - Food Safety	1403 a. Did a review of agricultural food components indicate violations of the Buy American provision (7 CFR 210.21(d)) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable?	BUY AMERICAN EXCEPTION LOG: SFA is to keep a log reporting any nondomestic agriculture products purchased with CN dollars. The Exemption Log should state date, product accepted and reason why they accepted it, i.e. domestic product was not available or significantly higher priced than the non-domestic product.

Site - Level Technical Assistance Sacred Heart School (8104)

Area	Question	Comments
300 - Meal Counting and Claiming - Lunch	323 a. Were there any days when the free, reduced price, or paid <i>lunch</i> counts exceeded the number of attendance adjusted eligible students?	EDIT CHECK REPORT: An Attendance Factor should be entered into the Edit Check Report to be used to prevent potential over claims.
400 - Meal Components and Quantities - Breakfast		FAMILY STYLE MEALS for Preschool: sharing training resources to FSD who may share with preschool regarding family style meals including "Meaningful Mealtimes". Requirements are met per FNS Instruction 783-9 as a combination of pre-plated and family style meal service may be used.
1400 - Food Safety	1404 Is a copy of the written food safety plan site specific and available at each school?	Thermometers are to be calibrated. Written information provided on thermometer calibration. Check to see if your digital thermometers can be calibrated and begin documentation of thermometer calibration as stated in your local HACCP plan.

Org - Level Commendations

Description

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A Meal Charge Policy has been developed and was communicated in writing to households.
BENEFIT ISSUANCE: No errors discovered during review of Benefit Issuance. Food Service Director is also the Determining Official who runs student names through E Look Up regularly. Applications, Ethnic/Racial Form, Public Release, Claims are found to be well organized by FSD. Verification is handled properly and all documentation is well-organized and maintained.
CIVIL RIGHTS: training provided, poster is displayed in a variety of locations, USDA non- discrimination statement is used on all nutrition-related materials, and no discrimination observed.
DIET MODIFICATIONS: students with special diet needs are accommodated. Documentation is well organized. An ideal partnership is observed between director and school nurse.
MENU PLANNING and NUTRITION: Food Service Director does an excellent job of menu planning. A variety of entree options are available daily; Type A or "hot lunch", Cold Sandwich alternative, Crusader Meal and Salads for Middle School students. A variety of fresh fruit and vegetable are offered daily.
PROCUREMENT: A procurement plan has been developed for school nutrition. SFA is a member of the Southwest Iowa AEA Purchasing Group and a signed agreement is on file. A signed agreement with the Group Purchasing Organization for SY 2017-2018 is on file. The signed agreement states the school agrees to procure food (excluding bread and milk) and non-food supplies through the Group's awarded Prime Vendor as well as smallware contracts. Director attended Procurement Regional training.
PROFESSIONAL STANDARDS: Food Service Director has a training plan for staff and volunteers. An annual back to school training is organized. A training tracker is used. A system is in place to train volunteers including civil rights. Director attends many training opportunities and webinars offered for school nutrition.
RESOURCE MANAGEMENT: Nutrition Fund is self - supporting as required; it maintains a positive balance, with less than three months operating costs on hand as required. Internal controls are in place to ensure allowable costs and deposits made to nutrition; excellent example of detailed invoices and monthly documentation verifying deposits made to nutrition. Several individuals have oversight of financials; checks and balances are in place.
WELLNESS POLICY is in place. A variety of wellness activities are planned by an active Wellness Committee who meet several times per year. The Policy is posted on the school website; An assessment report has been completed and will be posted here for the community.

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Description
All meals observed during the day of the review met daily meal requirements. Food Production Records are in good order. This is noted as exceptional since the school is "Serve Only" which means all planned components must be not only planned, served and documented, but served correctly on each and every tray. (Most schools practice "Offer versus Serve" allowing students to decline up to two items and provides some flexibility to plan and produce less food.)
ENVIRONMENT: Students are observed to have enough time to eat. Nutrition staff are observed to be friendly, helpful and encouraging to student customers. Staff are knowledgeable and are well-trained to do their jobs. Food safe practices are observed.
FOOD SAFETY: Food Service Director and Head Cook is Serve Safe Certified. HACCP Plan is in place and has appropriate Standard Operating Procedures. Excellent food safety practices observed. A sample tray is maintained daily per department of inspections and appeals.
MILK and RECYCLING: milk is offered in plastic bottles. FSD notes less waste, more participation with buying milk and an overall better acceptance of milk.

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NUTRITION: CN labels, Product Formulation Statement and Standardized Recipes are found to be well-organized in plastic sleeves. Demonstration of a solid understanding of meal pattern.