

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Seymour Comm School District (58950000)**  
**January 28 – 29, 2019**

**Program Year:** 2019  
**Month of Review:** December  
**Lead Reviewer:** Shea Cook  
**Org Representative(s):** Jenny Bowser, Carole Brown

**Org - Level Findings**

<b>Area</b>	<b>Findings ID</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>	<b>Corrective Action Response</b>
100 - Certification and Benefit Issuance	V-0100	One household application was determined as free and should have been determined as reduced. Two additional household applications was missing the social security number.	1. Please submit a copy of the letter notifying the family of the reduction in benefits. 2. Obtain SSN for two applications that were missing SSNs. 3. Identify the individual who will be responsible for watching the Eligibility and Direct Certification webinar for SY20.	
200 - Verification	V-0200	Although the verification report on CNP indicates that only one application was verified, documentation on site indicates that three applications were chosen for verification. Based on standard sample size, the SFA only needed to verify one application.	For your response please identify who will be responsible for attending the verification training webinar for SY20.	
200 - Verification	V-0200	Application chosen for verification does not demonstrate that a confirmation review was completed. Application lacks signature and date of the confirming official.	Please provide the name of your confirming official and indicate your plan for completing a confirmation review for applications chosen for verification in SY20.	
200 - Verification	V-0200	One application was not correctly verified. SFA calculated benefits based on net pay instead of gross pay. Upon verification application should have been denied.	1. Notify family of the change in benefit status and upload a copy of the notification letter. Make sure that notification follows the required timeline of 10 days notification before benefits are reduced. 2. Indicate the date in which benefits were changed in the system to reflect the new paid status. 3. Please indicate who will be responsible for completing the verification training webinar for SY20.	
800 - Civil Rights	V-0800	Menus do not include the abbreviated USDA Nondiscrimination Statement. The complete USDA Nondiscrimination Statement is not included on the nutrition web page.	1. For your response please submit a current menu that includes the abbreviated USDA non-discrimination statement, "This institution is an equal opportunity provider." 2. For your response please demonstrate that the USDA Nondiscrimination Statement has been added to the nutrition web page by provide the web address for verification.	
1200 -	V-1200	Employees outside of school nutrition operate the	For your response, please submit documentation that	

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Professional Standards		POS during lunch and serve as the confirming and hearing official. There is no documentation that shows that these individuals have completed civil rights training.	demonstrates that the identified school employees outside of the nutrition program who have duties within the nutrition program have completed civil rights training. In addition, please indicate who will be responsible for making sure that these individuals complete the required training on a yearly basis.	
1200 - Professional Standards	V-1200	Professional standards are not currently being tracked. SA was unable to verify what training had been completed for all staff as not all certificates were kept on file.	For your response please complete and submit the professional standards tracking tool that reflects all of the training completed for those with duties in the nutrition program for the current school year. If staff are short of the yearly requirement for their position please provide your plan for making sure that all hours are completed for the year.	

**Site - Level Findings: Seymour High School (0109)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1300 - Water	V-1300	All students must be provided access to free potable drinking water during breakfast and lunch service. On observation water was not accessible to all students. When asked if students had access to water the SFA indicated that students knew that they could ask if they wanted water. Observation and conversation with supervisory lunchroom staff did not indicate that was the case.	Please provide a plan for how you will make free potable drinking water available to all students during breakfast and lunch service.	

**Org - Level Technical Assistance**

Area	Question	Comments
100 - Certification and Benefit Issuance	127 Are the correct income eligibility guidelines used to certify applications?	SA encouraged SFA to keep additional documentation and notes when determining applications to help in identifying any possible errors.
700 - Resource Management		<p>Procurement:</p> <ul style="list-style-type: none"> <li>· Technical assistance provided to include all anticipated procurement events on the Written Procurement Plan. The written procurement plan should be reviewed annually prior to conducting procurement decisions. It is recommended to review procurement plan annually in February/March.</li> <li>· The milk contract was identified as a formal purchase when it was actually a small purchase. When requesting pricing for milk SFA was advised to make sure to use complete product specifications.</li> <li>· A public notification in a major circulating newspaper in the school district's service area is required when using either of the formal methods of procurement. A copy of the printed advertisement must be retained with the procurement documentation.</li> <li>· Required federal terms and conditions must be included when procurement is conducted using small purchase and formal methods of procurement. Please refer to the state-prototype templates posted on IA CNP.</li> </ul>

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		<ul style="list-style-type: none"> <li>· When procuring milk, along with specifications for all items to be procured, the estimated annual usage for each item should be provided. To ensure the district selects a responsive vendor with the overall lowest price, the cost of each item on price quotation request or bid must be extended by multiplying the unit cost with the estimated annual usage for that item to obtain the extended cost for the item. The sum of the extended cost for all specified items is the total extended cost (bottom line).</li> <li>· It is best practice to include the school calendar when requesting pricing from vendors to ensure deliveries are not made during holidays, snow days, etc.</li> <li>· Documents of which vendors were contacted should be maintained.</li> <li>· Food service director or designated individual should check deliveries to ensure Buy American provisions are met. A log should be maintained when a non-domestic agricultural commodity is accepted.</li> <li>· Food service equipment repair and preventive maintenance will be an indirect cost to the school nutrition fund. School business alerts addressed this and guidance will be ongoing.</li> </ul>
1000 - Local School Wellness Policy	1007 For each Off-Site Assessment Tool question (Questions 1000-1006), do the responses provided demonstrate compliance with FNS requirements?	Although the local wellness policy was updated in Nov. 2016, it contains language that is outdated. Under Code #536, section C. 2. b. the policy refers to USDA SMI review findings. SMI reviews have not been conducted since the meal pattern changes associated with the Healthy, Hunger-Free Kids Act of 2010. Wellness policy should be updated to reflect the change.
1600 - School Breakfast and SFSP Outreach	1601 How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?	SA encouraged SFA to conduct additional summer outreach. Additional free outreach materials can be found at <a href="http://bestpractices.nokidhungry.org/programs/summer-meals/promote-summer-meals#summer-meals-outreach-resource-toolkit">http://bestpractices.nokidhungry.org/programs/summer-meals/promote-summer-meals#summer-meals-outreach-resource-toolkit</a>

**Site - Level Technical Assistance Seymour High School (0109)**

Area	Question	Comments
1400 - Food Safety	1407 Was the SFA's written food safety plan implemented?	SA offered clarification on food safety practices when serving second entrees.
1400 - Food Safety	1411 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?	Cucumbers in the walk in cooler were from Mexico. SA offered technical assistance on keeping a log to document any non-domestic agricultural products that are received from the vendor.
Dietary Specifications Assessment Tool - Breakfast	24 Students are offered salt:	SA observed salt shaker in the kitchen in an area accessible to students. Students are not allowed to have salt. SA advised SFA to remove salt shaker from all areas accessible to students.

**Org - Level Commendations**

Description
CERTIFICATION AND BENEFIT ISSUANCE: • The 30 days of eligibility status is provided to all families who were eligible for benefits in the previous school year. • The approved letter of notification of eligibility is sent to all families who apply for benefits including those families who were denied benefits. • Applications are processed and benefits are administered within 10 operating days of the application being received. • Direct certification lists are downloaded in a timely manner and kept on file. All students in the household are extended benefits. • Denied applications were determined accurately.

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<p><b>CIVIL RIGHTS:</b> • The correct public release was sent to a local media outlet and published. • The SFA works with the school nurse, students and families to ensure that all students have their special dietary needs met. • All nutrition staff received civil rights training. Documentation is on file. • The “And Justice For All” poster is on display in the cafeteria. • The racial ethnic form was completed and shows that students were not discriminated against when applying for free or reduce price meals. • The SFA follows the USDA’s complaint procedure as needed.</p>
<p><b>COMPETITIVE FOODS:</b> • Nutrition calculator printouts are on file for all a la carte foods and beverages sold. • All competitive foods sold during the on-site review meet the Smart Snack requirements.</p>
<p><b>FISCAL ACTION:</b> • Fiscal action for this review is less than the allowed USDA disregard for both NSLP and SBP so no claim adjustments are needed.</p>
<p><b>FOOD SAFETY:</b> • The temperatures for hot foods are monitored and recorded on the food production records. • Temperatures are monitored and recorded for the refrigerators, freezers and milk coolers. • The temperatures for the dishwasher are also monitored and recorded. • The food safety inspection report is on display in a public location. • Documentation is on file that shows that two food safety inspections were requested. • The SFA has a HACCP plan. • Food service staff are ServSafe certified. • Good food safety practices were observed while SA was on-site. • Foods are stored properly.</p>
<p><b>MEAL COUNTING AND CLAIMING:</b> • The point of service line for breakfast and lunch is organized and orderly which allows staff to ensure all students receive a reimbursable meal. • All students had a reimbursable meal at the breakfast and lunch meals observed. • The edit check reports matched the claim. • The day of review meal counts were reasonable with the review period counts.</p>
<p><b>MEAL PATTERN AND NUTRITION QUALITY:</b> • The menu offers a variety of vegetables, fruits and entrees. • The cafeteria has posters encouraging healthy foods and activity. • Signage is made available informing students of how the menu constitutes a reimbursable meal. • The breakfast menu provided during the review period met the daily and weekly meal pattern requirements for all grade groups. • The lunch menu met the daily and weekly meal pattern requirements for all menu components including all of the vegetable subgroups. • Food production records, CN labels, and standardized recipes were on file for all meals served during the review period. • The SFA purchases many low or reduced fat, low sodium products. • The SFA offers 2 different and approved types of milk to students. • The food service director completed the menu certification worksheets.</p>
<p><b>PROCUREMENT:</b> • The SFA conducts contract management as staff ensures orders received are what was delivered and that prices match what was written on the bid. • The SFA completed the off-site procurement questionnaire and the food service director attended the regional procurement training. • The SFA has a procurement plan that includes a signature page, debarment certification statement, code of conduct and purchasing methods that will be used based on local purchasing thresholds. • The district is a member of a Group Purchasing Organization. • The food service did an excellent job utilizing USDA Foods Planned Assistance Level (PAL).</p>
<p><b>Reporting and Record Keeping:</b> • Records are maintained for at least three years plus the current year.</p>
<p><b>RESOURCE MANAGEMENT:</b> • The non-program food revenue adequately covers the cost of the non-program foods. • The SFA charges the correct paid student lunch price according to the required PLE tool and the correct adult lunch price. • The SFA has a negative balance policy to address negative student lunch accounts. • Expenses made during the review period were allowable. • Revenues received went directly into the school food service line item account and there are numerous checks and balances to ensure the process is followed. • Records are kept for 3 years plus the current year.</p>
<p><b>SCHOOL BREAKFAST PROGRAM AND SUMMER FOOD SERVICE PROGRAM OUTREACH:</b> • Families are informed of the school breakfast program and the Summer Food Service Program through the district’s website, social media and school announcements.</p>
<p><b>SCHOOL WELLNESS POLICY:</b> • The wellness policy contains all of the required elements and has been updated in the past 3 years as required. • The wellness policy and assessment are made available to members of the public as they are both posted on the district’s website. • The general public is invited to participate in the wellness committee as meeting information is posted on the districts website, community newsletter and social media sites. • The SFA has a school wellness action plan that details the goals that are currently being implemented or will be implemented</p>
<p><b>VERIFICATION:</b> • The verification report and process were completed on time. • Families were notified of verification selection and the verification results with a letter that contained the correct information including information on their ability to appeal if they disagree with the results.</p>

**Site - Level Commendations Seymour High School (0109)**

<b>Description</b>
<p><b>Food Safety:</b> • A copy of the written food safety plan was available on site. • Good food safety procedures were observed. • The kitchen and storage areas were orderly and clean.</p>
<p><b>Meal Components and Quantities:</b> • All meal components were available at the beginning of meal service on the day of observation and throughout meal service. • All meals observed met at least the minimum daily requirements. • The menus met weekly and daily meal pattern requirements for the grade groups. • 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 of time to eat after receiving meals. • Signage was posted explaining what constitutes a reimbursable meal at lunch and breakfast.</p>
<p><b>Offer vs. Serve:</b> • 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. • There is signage explaining what constitutes a reimbursable meal including the requirement to select at least 1/2 cup of fruit or vegetable at breakfast and lunch.</p>