

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Central Dewitt Comm School District (10820000)
November 19-20, 2019

Program Year: 2020
Month of Review:
Lead Reviewer: Sandra Fiegen
Org Representative(s):

Site - Level Findings: Ekstrand Elementary School (0431)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Alternate chef salad is offered each day. The minimum grain requirements are not met if a child chooses this option every day, because there is only 1 grain oz equivalent in the salad. not a repeat violation.	In your corrective action response, please indicate how you will ensure that the chef salad alternate meal will meet the minimum grain servings in a week.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	135 Are the Direct Certification lists retained on file by the SFA?	SFA is encouraged to add the family members who have a different last name to the DC/pot lists once they are printed out (a written on reference to make the connection). the Infinite campus system that is used as the benefit issuance also contains the information about family members.
300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations:	While onsite we discussed the private school site negative balance policy, which is not the same as the district policy. The SFA is reminded that each policy must be communicated to the school population that it pertains to at least annually.
700 - Resource Management	700 Did the SFA have the ability to accurately track all revenues and expenditures for the nonprofit school food service separately from all other transactions?	While onsite, the SFA was encouraged to learn about the IowaCNP Financial tool. We looked at the tools that are available from previous years and the resources on download forms that help determine where monetary amounts are generated from in the CAR.
700 - Resource Management	705 Did the SFA have internal control procedures in place to ensure that only allowable costs were charged to the nonprofit school food service account?	While conducting the procurement review, several pieces of documentation for each type of procurement (micro, small, formal) were discussed. The SFA is highly encouraged to maintain the documentation of activity as indicated and outlined in the procurement review letter. Also, when

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		procuring any ready-to-eat food items (such as bread, milk, pizza, etc) you are encouraged to include clearly defined product specification and meal pattern documentation that will be required for you to use the products in reimbursable meals, such as product formulation statements as appropriate.
1000 - Local School Wellness Policy	1005 <i>Provide a copy of the most recent assessment on the implementation of the local school wellness policy.</i>	An assessment was completed, but it does not in all instances refer to the goals in the policy and goal attainment. Also, the assessment must be distributed or made available to the school community and the SFA is encouraged to post the assessment in the school website, near the wellness policy information.
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?	Encouraged SFA to also provide outreach about the USDA's Summer food service program. The local church sponsored meals are great but because they are not participating in the federal program, outreach about them does not cover the requirement to complete outreach about the federal program.

Site - Level Technical Assistance Ekstrand Elementary School (0431)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	404 a. Is there signage explaining what constitutes a reimbursable breakfast to students for all applicable grade groups?	Signage provided; however it indicated 'juice OR fruit' and should indicate 'juice AND fruit'
400 - Meal Components and Quantities - Lunch	404 a. Is there signage explaining what constitutes a reimbursable lunch to students for all applicable grade groups?	At the time of observation for the lunch, the signage did not include the chef salad alternate entrée option. It was added for the next day. The SFA is encouraged to provide this information in the menu or other distributed menus, with an explanation of what the salad will 'replace' within the meal offered.
500 - Offer versus Serve	502 Is there signage explaining what constitutes a reimbursable meal to students including the requirement to select at least 1/2 cup fruit or vegetable?	Encourage including the 'must take 1/2 cup' of fruit or juice on the breakfast signage.

Org - Level Commendations

Description
160 eligibility documents were reviewed. All applications were correctly determined, signed and dated by the household member and the SFA, were complete with SSN's and case numbers, and determined within ten days. All direct certification documentation was available as required, and eligibility is kept confidential.
A variety of entrees, fruits, and vegetables were offered throughout the review period for lunch, and included many fresh fruits and vegetables. Daily multiple choices of fruits and vegetables encourages student consumption. The SFA provides a Fruit-Vegetable Bar that encourages students to select a reimbursable meal.
Benefit documents, as well as all paperwork, were very well organized. 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. The electronic online application form was approved by the state agency prior to use as required.
Financial records that were reviewed, indicated appropriate and allowable expenditures. The district has a sufficient system of safeguards and accountability practices in place to ensure the safety of the account. The business official and food service director strive to understand the requirements of the school nutrition programs, and meet on a regular basis to learn more from each other.
Food Production Records and menus were on file for all meals claimed for reimbursement for the review period. Cashiers are trained, and daily edit checks are performed at each school and documented as required.
Professional development is a priority for the foodservice staff in this district. There was a comprehensive list of all employees involved in child nutrition programs in the district, and training was correctly documented. Substitute employees also receive training.

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Students have a variety of meal components to select at breakfast. Students have a daily choice of a hot or cold breakfast. Breakfast participation was high on the day of observation, and the children were enjoying their meal.

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 two applications selected for verification were confirmed prior to verification.

The district has taken reasonable steps to ensure access to services are offered for Limited English Proficient households, and has an identified translator available when needed.

The SFA has a district-wide written Food Safety plan that includes all required elements. A copy of the written plan was available at the site(s) reviewed, and Standard Operating Procedures, SOPs, have been implemented in each kitchen.

Site - Level Commendations Ekstrand Elementary School (0431)

Description
Recordkeeping is neatly organized at the elementary school, and documentation especially for this review was carefully and thoroughly collected, and all necessary items available.
The staff at Ekstrand Elementary School seemed to enjoy interacting with the children, and exchanged smiles and hellos with each child. The cashier told each child to enjoy their meal, was patient and assisted each one that needed extra help. The children were welcomed into a positive environment.