

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Francis of Assisi-WDM (68228101)
January 16 – 18, 2018

Program Year: 2018
Month of Review: December
Lead Reviewer: Christine Crow
Org Representative(s):

Site - Level Findings: St Francis of Assisi (8101)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	The SFA offers a salad entrée in addition to the main entrée and the alternative sandwich entrée. There is a weekly cycle menu for the salads in which students are familiar with and as evidenced by a notification on the menu, students who select a salad are encouraged to go through the service line to select a milk, fruit or additional vegetables from the regular service line. Students pick up their pre-ordered salads (that contain the full quantity of meat/meat alternate, vegetables, and grain) outside of the main service line and are required to go into the main service line area to get their milk and fruit component and any other a la carte items. Although it is written on the menu, further notification is necessary to ensure that all students are aware of their ability to go back and get milk, fruit and vegetables as it is required that all reimbursable meals be offered all components. Technical assistance provided on acceptable options. While SA was on-site, the FSD displayed menu signage next to the salad area describing the fruits, vegetables	No further action required.	

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Francis of Assisi-WDM (68228101)
January 16 – 18, 2018**

		and milk that are available in the service line. No further action required.		
400 - Meal Components and Quantities - Lunch	V-0400	The kindergarten students are serve only during the first 100 days of school and then they begin receiving offer versus serve. During the observed meal, the kindergarten students (currently serve only) who selected the alternative entrée were served ½ cup vegetables and not the required ¾ cup since they did not get the vegetable served with the main entrée (marinara with the French bread pizza). This also occurred twice during the review period when the bosco stick with marinara and the chili were served as the main entrée. Technical assistance provided on serve only requirements and ideas that may be implemented for adherence.	Describe the process that will be immediately implemented to ensure that serve only kindergarten students receive the ¾ cup vegetable serving when selecting either entrée option. Alternatively, provide written confirmation that the kindergarten students will receive the offer versus serve meal service for the remainder of the 2017-2018 school year and for the entire 2018-2019 school year.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1100 - Smart Snacks	V-1100	The SFA sells a variety of a la carte items to students during the lunch period and has the Smart Snack nutrition calculator print outs to show all individual items are approved. The SFA sells an individually wrapped container of salsa with the intention that students will purchase it to accompany the tortilla chips. Therefore, the calories and sodium for both products must meet Smart Snack requirements. Although the total calories meet the Smart Snack requirements (135 calories), the sodium of the salsa (195mg) and tortilla chips (125 mg) is over the 200 mg sodium limit for Smart Snacks. The FSD immediately removed the salsa from the a la carte line while	No further action required.	

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Francis of Assisi-WDM (68228101)
January 16 – 18, 2018**

		SA was on site and agrees to only sell the tortilla chips (without salsa) on the a la carte line. No further action required.		
--	--	---	--	--

Org - Level Technical Assistance

Area	Question	Comments
300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations (as applicable):	Field trip meal counts must be taken at the point of service, as students take their lunch. Technical assistance (TA) provided to the food service director on acceptable ways to collect the sack lunch meal count for field trips. TA also given on all required components (milk, fruit, vegetables, meat/meat alternate and grains) and their serving sizes that must be provided in a sack lunch meal.
700 - Resource Management		Procurement: The procurement plan must include the plan for all purchases that the SFA plans on making in the next school year including micro-purchases. SFA's are encouraged to provide the No Bid Vendor Statement Form (found in Download Forms) when sending out bids to potential vendors so that they have proof and reasoning if the vendor chooses not to respond to the bid. Technical assistance provided.
800 - Civil Rights	809 Review program materials, do appropriate Program materials use the non-discrimination statement?	The Federal and Iowa non-discrimination statements must be made available on all program materials. The appropriate and correct non-discrimination statements are available on the school's website under the School Nutrition tab and on the main lunch menu but they are not found in the student handbook or on the salad menu. Technical assistance provided to the food service director.
1000 - Local School Wellness Policy	1004 How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).	The SFA informs parents and staff of their ability to participate in the wellness committee through weekly newsletter communication. Students and the general public must also be informed of their ability to participate. TA provided on informing students and the public about the next meeting through the school's website, social media sites and/or by hanging informational posters throughout the school.
Resource Mgt Comprehensive	5 How does the SFA ensure that only allowable costs are charged to	The SFA charges the school food service account rent and

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Francis of Assisi-WDM (68228101)
January 16 – 18, 2018**

Review	the nonprofit school food service account (e.g. staff training, the implementation of checks and balances/internal controls, etc.)?	utilities based on square footage and a portion of the custodian's salary. Although these were allowable charges in the past, recent guidance from the IDOE's School Finance department report that any rent, utilities, custodian services, administrative services and pest control are indirect costs and are no longer allowed to be direct costs. The indirect cost rate for a non-public school is 10% or less which can be applied to the following costs: food service labor, food service travel and food service supplies (not including food). Technical assistance provided to the business manager and food service director on the current guidance. Expect further guidance from the IDOE on indirect costs.
Resource Mgt Comprehensive Review	6 Did the SFA:	The non-program revenue tool must include non-program food revenue from food and beverages sold to organizations in and outside of the school which are not claimed for reimbursement. At St. Francis of Assisi this includes a la carte items, bottled water, 2nd milks, 2nd entrees, visitor meals, staff meals, and classroom party snacks provided by the food service twice a year. Technical assistance provided to the food service director.

Org - Level Commendations

Description
<p>CERTIFICATION AND BENEFIT ISSUANCE: • All applications received were complete with names of all family members, income, social security number, dates and signatures. • Applications were determined accurately. • The racial ethnic form was completed to show that no discrimination was made in determining the eligibility status of students. • The SA approved letter of notification of eligibility is sent to families who apply for benefits, are denied benefits and/or are on the direct certification list. • The determining official checks the direct certification list in a timely manner. • The SFA provides the 30 day carryover of eligibility status to students who received benefits in the previous school year.</p>
<p>CIVIL RIGHTS: • The SFA has a civil rights complaint procedure and form that meet the USDA requirements. • Documentation is on file to show that civil rights training was provided to all staff with school nutrition program responsibilities on 08/24/2017. • The most current diet modification form is used for families requesting a special diet for their student. The SFA has one special diet and the food service director works with the family and student to ensure she receives the appropriate diet. • The "And Justice For All" poster is on display in a public location. • The correct Federal and Iowa non-discrimination statements are posted on the SFA's website under the school nutrition tab. • No discrimination was observed during the on-site review. • The SFA sent the public release to a local media outlet at the beginning of the school year.</p>
<p>FOOD SAFETY: - The SFA has a HACCP plan on site that includes all of the required elements. - Food service staff exhibited good food safety practices with their glove use, handwashing practices, clean aprons and hair restraints. - The food service director and many food service staff are ServSafe certified. - Temperatures are</p>

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Francis of Assisi-WDM (68228101)
January 16 – 18, 2018

monitored and recorded for the all cooling equipment, dry storage and hot foods. - The most recent food safety inspection report is on display in a public location. - The food service director requested a second food safety inspection. - Food is being stored properly and all foods observed in storage met the Buy American provision.

MEAL COUNTING AND CLAIMING: • The SFA has a backup system in place (manual rosters) in case the point of service computer system is not available. • The point of service line is organized and orderly which allows staff to ensure all students have a reimbursable meal. All students in 1st - 8th grade had a reimbursable meal during the observed lunch service. • The observed lunch meal count is reasonable when compared to the lunch counts during the review period. • The edit checks for the review period match the numbers submitted on the claim.

NUTRITION QUALITY AND MEAL PATTERN REQUIREMENTS: • The menu and supporting documents (food production records, CN labels, and standardized recipes) provided during the review period show that 1st – 8th grade students met the meal pattern requirements for all daily and weekly meal pattern requirements including meat/meat alternate, vegetables including all vegetable subgroups, fruit, milk, and grains. • All grains served during the on-site review and review period were whole grain rich. • Three types of (approved) milk are offered to students. - Free, potable water is available in the cafeteria during lunch service. • Signage is on display in the cafeteria to promote healthy eating and physical activity. • Signage is also displayed informing students how the menu constitutes a reimbursable meal. • The SFA offers a variety of entrée options daily to middle school students and a variety of entrees, vegetables and fruits to all students throughout the month. The food service staff introduce a new entrée item monthly that students can vote on. • Recycle bins are set up in the lunch room to allow students to recycle milk and water bottles. • Portions of condiments are controlled with the help of volunteers. Education is provided to volunteers on appropriate condiment serving sizes through pictures on a volunteer bulletin board. • All foods served during the review period, during the on-site review and found in storage meet the Buy American provision. • Food production records, CN labels, nutrition facts labels and standardized recipes were on file for all foods served during the review period.

PROCUREMENT: • The SFA has a procurement policy and a code of conduct that contain all required elements and a signature page. • The bids sent to vendors include the Buy American policy, a debarment certification statement, a termination clause, specifications of all products being requested, beginning and end dates of service, the estimated amount spent, the delivery specifications and HACCP requirements. • The SFA follows the federal purchasing thresholds and they followed the correct purchasing methods according to these thresholds. • The SFA sent their small purchase bids to more than one vendor. • The SFA is keeping a micropurchase log that shows micropurchases are being spread equitably throughout the community. • The SFA has a contract management process in place to ensure that products ordered are received and that vendors charge the agreed upon bid price. • The SFA maintains their monthly escalator price lists from their milk vendor.

PROFESSIONAL STANDARDS: • The food service director and all food service staff have received the required number of professional standards training hours for this school year. • All food service staff received civil rights training. • Documentation and a training tracking tool is on file to show the training provided to food service staff. • The SFA has many volunteers, including student volunteers, and the food service director has provided them basic food safety training.

RECORD KEEPING: School nutrition program documents are kept for at least 3 year plus the current year.

RESOURCE MANAGEMENT: • The SFA has a negative balance policy informing families how negative lunch accounts will be handled. The policy is available to families through the handbook which is provided annually at registration. • All expenses observed during the review period are allowable charges. • The non-program food revenue as a percentage of total food revenue is equal to or greater than the non-program food cost as a percentage of total food costs. • The school food service account balance has less than 3 months of operating costs. • The SFA is charging the correct paid student lunch price according to the PLE tool requirement and the correct adult lunch price based on USDA requirements. • All revenues from program and non-program foods accrued directly to the SFA's nonprofit school food service account during the review period. - • The SFA efficiently uses USDA commodity foods as 93% of their allotment was spent in the previous school year.

SCHOOL WELLNESS POLICY AND COMPETITIVE FOODS: • The wellness policy and the assessment of the wellness policy goals are made available to the public through the school's website. • The wellness policy contains all of the required elements and the policy and its' assessment are updated every 3 years. • Parents and staff are notified of their ability to participate in the wellness committee through regular newsletter communication. • The wellness committee is very active as they have implemented a composting program, cafeteria coaches, taste testing of new products, social media posts to connect with students, physical activity challenges and communications with parents on providing healthy party treats and snacks. • The SFA sells a variety of a la carte items to students during the lunch period and has nutrition calculator print outs available to show products meet requirements. Food and beverages are not sold outside of the lunchroom.

SUMMER FOOD SERVICE PROGRAM OUTREACH: • Information on the SFSP is provided to families at the end of the school year. The SFA does not participate in

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Francis of Assisi-WDM (68228101)
January 16 – 18, 2018

the School Breakfast Program.

VERIFICATION: • The correct number of applications were selected for verification. • The SA template letter of verification selection and verification results are sent to the selected families. • The verification process and report were completed on time. • The SFA collected accurate income information from the family selected for verification and proceeded to verify the income accurately. • The application selected for verification received a confirmation review as evidenced by the signature of the confirming official.