

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Hennessey Catholic Sch Petersburg Center (69618137)
SNP - Review ID: 5166

Program Year: 2017
Month of Review: September
Lead Reviewer: Sandra Fiegen
Org Representative(s): Judy Kirsch, Steve Cornelius, Gina Francois

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	Direct Certification documents are not accessed twice per month on the Iowa Portal as required.	Direct Certification lists must be downloaded and printed twice each month from the Iowa portal to obtain names of children who are automatically eligible for free meals. In your corrective action, please indicate how you will ensure that this process is completed as required.	
100 - Certification and Benefit Issuance	V-0100	All income eligibility was converted to annual even when only one income frequency was indicated.	The correct processes to determine income eligibility are not followed. Training in eligibility determination must be completed. Please indicate who and what training will be completed by the person who will make eligibility determination going forward.	
200 - Verification	V-0200	Verification process was not started until November 8.	Verification sample must be identified and process started early October. Verification procedures were not known. In your corrective action response, please indicate who will conduct verification, what training they will receive in order to conduct the process correctly. Please indicate where documentation of this training will be maintained.	
300 - Meal Counting and Claiming	V-0300	Three edit checks must be completed on the daily and monthly counts prior to filing a claim. The state provided count sheet is used but edit checks are not completed.	Obtain directions for completing the 3 required edit checks, do them each day and each month as indicated; documentation will be on the count sheet. The person who does the daily count activity must receive training/instruction on how these are completed. In your corrective action response, please indicate when she received this training, how the training is documented, and how the count sheets for lunch will be examined to assure that edit checks are completed.	
1200 - Professional Standards	V-1200	Inadequate training tracking is being completed for any nutrition related training.	Tracking all training for foodservice personnel and for non-nutrition personnel with duties related to meals must be maintained and updated as training occurs. In your corrective action response, indicate what training tracking tool will be used, who will maintain it and where it will be maintained.	

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Site - Level Findings: Hennessey Catholic Sch Petersburg Center (8137)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	The menu for the day is not posted at the meal service line.	The menu of the day must be posted at the meal service line. in your corrective action, please indicate the steps you will take to ensure that this is completed each day.	
400 - Meal Components and Quantities - Lunch	V-0400	Not all grain items served in the review period meals are whole grain rich.	All grain items must be correctly credited for equivalent grain servings according to the recipes, nutrition facts, and labels for the items, and all grain items must be whole grain rich. Because this is the first violation, no fiscal action to be assessed. In your corrective action plan, please indicate how you will ensure that persons who purchase grain items, plan meals and serve meals are obtaining and using correct items.	
800 - Civil Rights	V-0800	Civil rights poster is not posted on a wall visible to students.	The Justice for All poster must be posted on a visible wall. Please indicate how you will ensure that the poster is properly placed.	
1400 - Food Safety	V-1400	There appears no HACCP plan is in place. The school's HACCP plan must be developed based on the guidance that was found, available. Also, all cold storage areas must be monitored daily using an acceptable monitoring log (found in the guidance). Monitoring logs must be maintained for at least 6 months.	As corrective action, read the guidance material, identify the correct information according to the guidance, adopt the SOP's that pertain to the site, and collect the entire plan into one notebook. Identify the monitoring logs that will be used, begin using them and maintain completed ones on file. In order to show that the plan has been implemented, attach an index of the SOP's that will be modified and included in the plan, and attach a copy of the monitoring logs that will be used.	

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	101 Who is the determining official for certifying household applications (Names and/or position titles)?	Principal is listed as both the person who approves eligibility status (determining official) and the person who conducts hearings when requested. Cannot be both.
100 - Certification and Benefit Issuance	103 At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year?	explain that the benefit carryover is 30 days, not October 1 (depends on when school year starts)
100 - Certification and Benefit Issuance	112 Does the benefit issuance system identify how eligibility was determined? (e.g., through application, direct certification, etc.)	Eligibility list must indicate how children receive benefits--through income eligibility, direct certification, etc. and must also indicate the date benefits began.
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? If NO, explain.	Local wellness policy is not updated, posted or assessed. While onsite, provided resources and information about requirements for wellness policies.
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?	Provided resources for school to use for Summer Food service program outreach and explained the process.

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300 - Meal Counting and Claiming	303 How often are cashiers and substitute cashiers trained on the meal counting and claiming system (including the backup system)?	clarify that when teachers are functioning as cashiers, then they are cashiers and must be trained. also, Food Service Director must be trained on the process of correctly counting the tickets and completing the 3 edit checks.
700 - Resource Management	710 Did the SFA sell nonprogram foods including, but not limited to, a la carte foods (e.g., milk; 2nd entrees; Smart Snacks), catering (e.g., foods/beverages for school board meetings; foods for outside entities & programs), and/or adult meals (e.g., meals for teachers, parents, etc.)?	revenue from nonprogram food sales including adult purchases are appropriately priced, but may need to be raised to generate more revenue to offset negative foodservice balance.
800 - Civil Rights	800 What is the non-discrimination statement that is used for appropriate Program materials (please provide exact language)?	must use the USDA and Iowa nondiscrimination policies and statements.
800 - Civil Rights	803 What is the SFA's procedure for receiving and processing complaints alleging discrimination within FNS School Meal Programs? If procedures are written, provide a copy.	must establish a complaint procedure per civil rights requirements
800 - Civil Rights	806 a. When was the SFA's most recent civil rights training for staff who interact with program applicants or participants (i.e., cafeteria staff, F/R application approval staff) and their supervisors?	must conduct training annually. most recent training still underway must be documented, and all persons who serve food or perform foodservice duties must receive training--includes all teachers since they help serve.
Resource Mgt Comprehensive Review	5 How does the SFA ensure that only allowable costs are charged to the nonprofit school food service account (e.g. staff training, the implementation of checks and balances/internal controls, etc.)?	reviewed allowable vs nonallowed expenses and directed Principal and School Secretary to read the 'indirect cost manual' resource available on the DE website.

Site - Level Technical Assistance Hennessey Catholic Sch Petersburg Center (8137)

Area	Question	Comments
1300 - Water	1300 Is free potable water available to all students for lunch (in each location where lunches are served during the meal service) and for breakfast (when breakfast is served in the cafeteria)?	water needs to be made available in cafeteria (students should not go into kitchen for the water). discussed possible ways for this to be done.
1400 - Food Safety	1404 Is the most recent food safety inspection report posted in a publicly visible location? If NO, explain.	The most recent food inspection must be posted in a publicly visible area near the kitchen. Also, a copy should be kept in the administration office.
Dietary Specifications Assessment Tool - Lunch	1 Are specifications considered when purchasing menu items and condiments to limit the following?	provide clarification that trans fats are not allowed, and choice of food items needs to have priority on lowering fat and sodium in items
Dietary Specifications Assessment Tool - Lunch	12 Grain-based desserts such as doughnuts, pastries, cakes, and cookies are limited to 2 oz. eq. per week or less for LUNCH. If grain-based desserts are not offered, then select the "N/A" dropdown response.	provide clarification that the meal pattern requirements do not allow more than 2 oz equiv of desserts per week
Dietary Specifications Assessment Tool - Lunch	25 Larger portions and/or bonus items and/or seconds are offered (offering portion sizes that are inconsistent with the planned menu). Entrées sold a la carte are exempt.	provide clarification that serving sizes must follow meal pattern and planned sizes. no 'bonus' portions will fit in meeting nutrient guidelines
Nutrient Analysis & Validation Checklist	1 Is the targeted menu review site in compliance with the meal pattern requirements (meal components and quantities)?	not all grains menued were whole grain rich, and the ounce equivalency was not figured out. we talked about how to do that and what to look for on a label when purchasing.

Org - Level Commendations

Description

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<p>• Free meals are extended to all members in the household. • Eligibility is kept confidential • Rollover applications were removed if the household did not apply within thirty days of the school year. • The current application form and guidelines were used</p>
<p>• Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period.</p>
<p>• 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</p>
<p>• Students had sufficient time to eat after receiving meals.</p>
<p>• The SFA has a separate financial account for the nonprofit school food service. • Reports are filed on time, and all records are maintained for at least three years plus the current year. • The SFA effectively utilizes its USDA entitlement for commodities. • The Resource Management section of the Off-Site Assessment tool was completed on time. • 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.</p>
<p>• With the exception of grain foods, menus met weekly and daily meal pattern requirements for each age/grade group within the district and within each building. 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.</p>