

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Marys School-Guttenberg (27638103)
SNP - Review ID: 1837

Program Year: 2017
Month of Review: September
Lead Reviewer: Sandra Fiegen
Org Representative(s): Erin Schmelzer

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
200 - Verification	V-0200	Verification documentation was not maintained.	All documentation submitted by household to prove income must be maintained when conducting verification. in your response, please indicate how you will learn about and follow all required steps of verification.	
300 - Meal Counting and Claiming	V-0300	PreK students are not counted as they receive their meals. PreK teachers do not regularly complete a meal roster, and in review month only a few preK rosters were on file.	Each meal claimed must be counted and claimed by specific child as that child receives the meal. this includes PreK children. the teachers who are counting these meals must complete a roster each day as the child receives their meal. In your corrective action plan, please indicate how the teachers were trained as to this responsibility and how you will collect and maintain on file the daily counts from this group with the daily rosters for breakfast and lunch for the other children.	
1200 - Professional Standards	V-1200	Training for all persons who have duties in School nutrition has not been planned or a tracking tool established.	In your corrective action plan, please indicate the training topics that will be planned, the approximate number of training hours this will take, and when the training will take place prior to July 1, 2017 for the following: Food Service Director; Kitchen Manager, two part time kitchen staff, preschool teachers, Parish Pries, and Administrative Assistant. Also indicate the training tracking tool you will use and where it will be kept on file.	

Site - Level Findings: St Marys School (8103)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Breakfast	V-0300	The cashier is using the roster is identifying children by her memory.	Children must provide a medium of exchange at the point of service. Recognition by sight is not allowed. In your corrective action, please indicate how you will ensure that meal counts are based on correct procedures that include a point of service count with a medium of exchange.	

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300 - Meal Counting and Claiming - Lunch	V-0300	There was no medium of exchange. Count was taken by recognition of each individual child by cashier.	Each child must take action at the point of service to indicate they are purchasing or desiring a meal. this point of service medium of exchange could be stating their full name, giving a ticket, punching in a number code, or any various methods to indicate, by name, that they want a meal. In your corrective action response, please explain what each child will do when at the meal service line, and what the cashier's responsibility will be in generating a meal count at the point of service.	
400 - Meal Components and Quantities - Breakfast	V-0400	Food production records for both breakfast and lunch do not show the creditable grain or meat serving sizes. Standardized recipes are not consistently used to document serving sizes. Meal planning templates are not accurate with regard to component serving sizes.	Obtain all labels, nutrition facts information, child nutrition labels, grain/bread chart, and recipes that document each food item used to complete reimbursable breakfasts and lunches. In your corrective action, please send one week's information from the month of December, including that week's menus, the recipes for all items prepared for breakfast and lunch, and the labels (child nutrition and nutrition facts) from food items purchased, and the food production records for each meal. Additionally, please indicate how you will ensure that all meals claimed for reimbursement meet the meal pattern requirements in the future.	

Org - Level Technical Assistance

Area	Question	Comments
1000 - Local School Wellness Policy	1001 How does the public know about the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).	web address listed does not have the local wellness policy listed. encouraged the policy be posted in an easily accessible location along with the assessment.
200 - Verification	207 Based on the review of verified applications:	Discussed how to randomly select a verification and the meaning of 'for cause'. School Secretary was selecting based on suspicion instead of anonymously.
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)?	encouraged yearly training of cashiers and persons who complete the daily meal count activity.
300 - Meal Counting and Claiming	312 Is the SFA following their approved SFA-SA Agreement/application (including POS)? If NO, explain.	in the application packet, preK is indicated as participating in offer v serve and they are not. they receive preplated meals. need to revise the application materials. Revisions made 11/3 by School Secretary.
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.)?	According to information SFA entered onto the Nonprogram Foods Tool, they do have nonprogram food. comprehensive review in that area will be conducted. explained how to complete the financial report that will include nonprogram food tool information
900 - SFA On Site Monitoring	900 a. Was the on-site monitoring of breakfast completed prior to February 1st?	reminded School Secretary that breakfast monitoring must take place before February 1.

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Site - Level Technical Assistance St Marys School (8103)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	402 Are the minimum daily quantity requirements met for the age/grade group being offered?	Kitchen manager was unsure how to credit her grain items. She did not have a CN label or the nutrition facts label to show the weight. We reviewed the grain bread chart and how to use.
600 - Dietary Specifications and Nutrient Analysis	603 Were any areas identified during the Off-site review requiring technical assistance or corrective action prior to the beginning of the On-site portion of the review? If so, explain.	Incorrect serving sizes or component contributions were noted in the menu sent for review. We discussed resources for documentation, for meal planning and for other essentials.
900 - SFA On Site Monitoring	901 a. Was the on-site review of the lunch counting and claiming procedure completed prior to February 1?	Discussed the need to do breakfast monitoring for counting procedure prior to Feb 1.
Dietary Specifications Assessment Tool - Lunch	1 Are specifications considered when purchasing menu items and condiments to limit the following?	Trans Fats must not be used in school meal programs. provided clarification.
Dietary Specifications Assessment Tool - Lunch	23 Students are offered butter or margarine:	clarify when and how students are offered additional fat for their meals.

Org - Level Commendations

Description
• Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. • All students selected a reimbursable meal without having a prompt to select a ½ cup of fruit or vegetable as one of the three required components. • Water was available as required.
• The SFA effectively utilizes its USDA entitlement for commodities. • The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months. • The Resource Management section of the Off-Site Assessment tool was completed on time.
• The SFA has a written Food Safety plan that includes all required elements. A copy of the written plan was available at the site reviewed, and Standard Operating Procedures, SOPs, have been implemented in the kitchen.
The appropriate milk types are available for sale to students who bring a sack lunch. No other competitive food items are available for sale.
The school is compliant with civil rights requirements.