

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Patrick School-Cedar Falls (10448113)
Date of Review: February 5th – 6th, 2018

Program Year: 2018
Month of Review: December
Lead Reviewer: Donna Matlock
Org Representative(s): Courtney Schmidt

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	2 household applications were not correctly approved: 1 missing additional income, benefits decreased to paid; 1 was determined using 4 household members, there are only 3 household members, decreasing benefits to paid.	Determining Official will participate in the Application Approval and Direct Certification webinar in July, 2018. Dates and times available are July 11th from 1:00-4:00 pm, and July 18th from 8:30-11:30 am. Please register for one of the webinars and provide confirmation email to SA (State Agency). Register at this link and click on the title of webinar: https://educateiowa.gov/calendar/2018-07	
1000 - Local School Wellness Policy	V-1000	The most recent assessment of the local wellness policy was not submitted.	Submit a timeline or plan on when each school in the district will be assessed on the implementation of the Local School Wellness Policy.	

Site - Level Findings: St Patrick School (8113)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	128 Are the correct conversion factors used when processing applications that indicate more than one income frequency? If NO, explain.	SFA uses ICAVES for determining eligibility applications as annual income rather than according to income frequency (weekly; bi-weekly, monthly, twice monthly, annually) reported by household member. Discussed the importance of capturing error prone applications and accuracy of income using correct conversion factors.

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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)?	SFA was not able to provide SA with documentation of training for cashier. Discussed with SFA that all persons involved with food service and interact with students require training annually.
800 - Civil Rights	809 Review program materials, do appropriate Program materials use the non-discrimination statement?	Discussed with FSD that all nutrition materials require the USDA Non-discrimination Disclaimer. Due to space it is allowable to insert the one line statement "This Institution is an equal opportunity provider." Font size must be no less than 9 or smaller than the context print of document.
1000 - Local School Wellness Policy	1005 Provide a copy of the most recent assessment on the implementation of the local school wellness policy.	SA provided SFA with the School Wellness Folder including the School Building Progress Report form. Discussed the requirements of reviewing and assessing the LWP (local wellness policy) every three years. During onsite visit, the principal updated and provided a list of stakeholders on wellness committee.
1200 - Professional Standards	1208 Is the SFA tracking training hours on an annual basis? Please describe how the SFA tracks and monitors annual training including frequency and tracking mechanism.	SA shared training tracking template and worksheet.
1200 - Professional Standards	1216 Validate the SFA's response to Question 1204 on the Off-site Assessment Tool.	SA shared with new FSD the DE website link "Learning Tools" offering many webcasts, webinars, and online tutorials for training opportunities.

Site - Level Technical Assistance St Patrick School (8113)

Area	Question	Comments
1400 - Food Safety	1404 Is the most recent food safety inspection report posted in a publicly visible location? If NO, explain.	SA shared with new FSD the health inspection reports need to be placed in a public location.
1400 - Food Safety	1406 Were the selected relevant temperature logs available for review? If YES to specify which date was selected. If NO explain.	SA discussed with new FSD the importance of logging refrigerator/freezer temperatures. Retain temperature records for 6 months then they may be discarded.
1700 - Afterschool Snack	1707 a. Has the program been monitored within the first 4 weeks of operation each year?	The 4 week review form was not completed within the first four weeks of operation. FSD is new to the position. The Afterschool Care Program Handbook and food production records are available in "Download Forms" of IowaCNP (NSLP013, NSLP012) for guidance on monitoring the Afterschool Care Program moving forward.
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.	Discussed with FSD, the vegetable table is available to students for additional vegetables and fruit. Extra portions of entrée are not provided without a charge.

Org - Level Commendations

Description
<ul style="list-style-type: none"> • 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 correct and current benefit issuance list was available. • All applications were signed and dated by the household member and the SFA, were complete with SSN's and case numbers, and all applications were determined within ten days. • Rollover applications were removed if the household did not apply within thirty days of the school year. • Access to benefit information is correctly limited. • Free meals are extended to all members in the household. • Eligibility is kept confidential.

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<p>• School Breakfast Program (SBP) outreach was sent out at the beginning of the year to inform families of the availability of the program. • Reminders of the SBP were also sent out throughout the school year. • Outreach included announcements, newsletters, the school website, posters, etc. • Summer Food Service Program, SFSP, outreach was sent out to families at the end of last school year to inform the families of the availability and location of free meals in the summer. • The information was shared via websites, lunch menus, newsletters, phone calls, flyers, etc.</p>
<p>• The “And Justice for All” civil rights poster was posted in the cafeteria. • Annual civil rights training was provided to food service staff and documented. • A copy of the district’s public release was on file, documenting that it was submitted to local media. • The district has taken reasonable steps to ensure that students with special dietary needs are adequately accommodated and that proper documentation is on file. • Ethnic/racial information is collected and the form is completed. • No discrimination was observed. • SFA on-site monitoring was completed to ensure that all schools are meeting program requirements. • The correct state and federal non-discrimination statements are provided on all material describing the program including letters, pamphlets, and the school’s website.</p>
<p>• 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 application(s) selected for verification were confirmed prior to verification. • The verification report was completed accurately and on time.</p>
<p>• The district has a current wellness policy on file. • The SFA’s wellness policy was reviewed and revised in August, 2017. • There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity. • The wellness policy is available to the public via school website. • The following individuals’ PE teacher, Principal, food service, community members, and students are involved in reviewing and updating the LWP. • Potential stakeholders are made aware of their ability to participate on the wellness committee, and all required stakeholders participated.</p>
<p>• 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. • The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months. • The Paid Lunch Equity (PLE) tool was completed and prices were increased as required. • Money is not transferred out of the account to support other programs. • The SFA effectively utilizes its USDA entitlement for commodities. • Reports are filed on time, and all records are maintained for at least three years plus the current year. • The SFA has a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for rewarding, reviewing, documenting and monitoring procurement events, and specifications were well-written and comprehensive. • The SFA also has a written Code of Ethics/Conduct which includes conflicts of interest, accepting items of monetary value, disciplinary actions, and checks and balances. • The Food Service Director attended the Regional Procurement Training in Waterloo. • The district has a signed agreement with a Group Purchasing Organization for prime vendor to supply food and non-food supplies.</p>

Site - Level Commendations St Patrick School (8113)

Description
<p>• Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of December were accurate and complete. • Point of Service (POS) counts and filed claims appear accurate. • Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. • Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period. • 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.</p>
<p>• Students may purchase a second entrée and/or a second milk at lunch. Second entrees are correctly documented on production records. • Beverages sold meet the standards for the various age groups of students. Students are able to purchase foods via a la carte sales. • The Smart Snacks calculator at the Alliance for a Healthier Generation website is used to document items sold a la carte. • All foods sold meet the Smart Snack standards for nutrition content. Exempt leftover NSLP entrees are only sold the same day, or the day after, they are initially offered.</p>
<p>• Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, dishwasher, and thermometer calibration. • The kitchen and storage areas were orderly and clean. • Food Service workers wore proper hair restraints and practiced good gloving procedures. • Good food safety procedures were observed.</p>
<p>• The Food Service Director completed the USDA menu worksheets for the week of January 22nd-26th, 2018, for breakfast and lunch at St. Patrick Catholic School. The worksheets showed the serving portions and component contributions meeting the meal pattern. • The Food Service Director also completed the Dietary Specifications Assessment tool for breakfast and lunch which indicated that St. Patrick Catholic school is at low risk for (non)compliance with Dietary Specifications regulatory requirements. • Some practices that help improve the nutrition quality of the school meals include: only using low-fat or fat-free milk for student consumption and in menu recipes, controlling the portion sizes of condiments, offering some reduced-fat, low-fat and fat-free salad dressings, using frozen vegetables in place of canned, limiting grain-based desserts to no more than 2 oz. eq. per week, more homemade entrées, and draining fat from browned meats.</p>
<p>• The new FSD (Food Service Director) has done well in providing numerous choices which increases participation and provides opportunities for each child to find meal components for lunch that they will eat. • All meal components were available at the beginning of meal service on the days of observation and throughout meal service. • All meals observed met at least the minimum daily requirements. • 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. • A variety of 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. • Parents volunteer daily to monitor and assist students at the vegetable and fruit bar. • Free potable water is available to all students for lunch and for breakfast (when breakfast is served in the cafeteria)? • Offer vs. Serve (OVS) was being implemented properly. All students observed selected ½ cup of fruit and/or vegetable. Students have the option to decline any one or two of the five components. • At least two types of milk are offered. • Many low fat and low sodium food items were observed in storage. • Students had sufficient amount of time to eat after receiving meals. • Signage was posted explaining what constitutes a reimbursable meal at both breakfast and lunch. A monthly menu is also posted. • Food service staff was polite and respectful to students, other staff, and each other. • Nutrient analysis was not required.</p>

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