

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Gilmore City-Bradgate Comm School District (24930000)
Date of Review: November 15 – 17, 2016

Program Year: 2017
Month of Review: October
Lead Reviewer: Christine Crow
Org Representative(s): Julie Dickey

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming	V-0300	The School Food Authority must train all the cashiers annually to correctly identify reimbursable meal.	Send documentation of training which may include the training agenda, attendance record with staff signatures, and/or webinar certificate for all cashiers or staff at the end of the line who ensure all meals are reimbursable.	
800 - Civil Rights	V-0800	The full non-discrimination statement must be posted on all documents and websites that reference any Food and Nutrition Services program. If the material is too small for the full statement (menus) the shortened statement can be used: "This institution is an equal opportunity provider." The Iowa non-discrimination statement must also be listed. A link to both the federal and state statements can be found on the Welcome page of IowaCNP (https://www.educateiowa.gov/pk-12/nutrition-programs).	Submit the menu with the correct non-discrimination statement.	
1000 - Local School Wellness Policy	V-1000	1. Each school district must have a Local Wellness Committee and various stakeholders must be invited or made aware of their ability to participate. Stakeholders that must be invited include parents, students, physical education teachers, school administrators, school health professionals, members of the general public, school food service staff and school board members. 2. The Local School Wellness policy must contain specific elements including a policy on food and beverage marketing. The current policy does not contain any information on this required element. All districts must review and update the Local Wellness Policy at least once every 3 years. The policy provided states that the last review of the policy was on 12/14/2011. 3. The wellness committee must assess the school's progress on implementing the goals written into the policy at least once every 3 years. The assessment of the policy's implementation must also be available to the public.	1. Submit a plan on how the district plans on creating a wellness committee and how they will invite all of the required stakeholders to participate in the development, review and implementation of the policy. 2. Submit a date in which the Local Wellness Committee and/or board will review the wellness policy and confirm that a policy will be added regarding food and beverage marketing. 3. Submit a plan and timeline describing when the Local Wellness Committee will assess the implementation of the Local School Wellness Policy and how that will be made available to the public.	
1200 - Professional Standards	V-1200	Other than the ServSafe Certification received in the 2015-2016 school year by the interim food service director, there is no documentation of professional standards training on file for any staff with responsibilities within the school	Submit a plan that describes how all staff with nutrition responsibilities will meet the required professional standards requirements for the 2016-2017 school year. Based on the State Agency's	

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		<p>nutrition program. It is required that the food service director (and interim food service director) must have 12 hours of professional standards training annually, a food service manager must receive 10 hours annually, staff who work greater than 20 hours per week in school nutrition must have 6 hours and staff who work less than 20 hours per week in school nutrition must have 4 hours of training annually. All staff working within the school nutrition program must receive civil rights training annually. Documentation proving that the training took place (certificate of completion, attendance logs, agenda, PowerPoint slides etc.) must be kept on file for 3 years plus the current year.</p>	<p>review of the school nutrition program, school nutrition staff include the food service director, the interim food service director, the seed to table manager, the cashier, all of teachers and staff monitoring the end of the service line (please notify State Agency if the process has been altered), and the authorized representative. Send documentation, including the agenda and attendance log, of the civil rights training that was conducted and the plan on how all staff who have responsibilities within the school nutrition program will receive the required number of professional standards training hours.</p>	
1200 - Professional Standards	V-1200	<p>The School Food Authority (SFA) must have a system to track professional standards training for all staff with responsibilities in the school nutrition program. The tracking tool should include: employee's name, position, title of training, KEY Area (refer to learning objectives) training topics, date training completed, and creditable training hours. Training must be tracked to ensure that all staff receive the required number of training hours annually. Technical assistance provided.</p>	<p>Submit the school food authority's plan for tracking school nutrition staff professional standards training hours, including who will be responsible for organizing this. Attach a copy of the tracking tool to be used that includes all school nutrition staff names and any training received thus far.</p>	
1400 - Food Safety	V-1400	<p>All schools are required to have a Hazard Analysis Critical Control Point (HACCP) food safety plan that contains required principles and elements including: documenting menu items in the appropriate HACCP process category, Critical Control Points of food production, monitoring food safety, establishing and documenting corrective actions, recordkeeping, reviewing and supervising the overall food safety program periodically. School Food Authorities must develop, document, and implement SOPs, standard operating procedures, which are the foundation of a School Food Safety Program. SOPs are step-by-step written instructions for routine food service tasks. Each SOP should include instructions on monitoring, documentation, corrective action.</p> <p>The Iowa State Extension and Outreach has an informative website (http://www.extension.iastate.edu/foodsafety/content/haccp-school-foodservice) with examples of required components and Standard Operating Procedures (SOP) that may be utilized. They offer a HACCP class in the summer as well.</p>	<p>Submit a table of contents and one SOP that will be included in the HACCP plan. Describe the SFA's timeline on when the HACCP plan will be completed.</p>	
2100 - Special Provision Options	V-2100	<p>A requirement for schools participating in the community eligibility provision is that they must agree to cover the cost difference for the number of paid lunches with non-Federal funds. The Gilmore City-Bradgate CSD currently claims 23.9% of their claimed meals as paid. Non-federal funds may include adult meals, 2nd entrees purchased by students, 2nd milks, and a la carte items.</p>	<p>Describe how the School Food Authority will ensure that there is enough non-Federal funds available throughout the school year to cover the cost difference of the paid meals.</p>	

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Revenue from Non-program Foods Testing Chart	V-NPFTC	According to the 2014-2015 financial report, the non-program food revenue did not adequately cover the non-program food cost possibly because of the following finding: The School Food Authority sells meals to the Child and Adult Care Food Program (CACFP). The CACFP food service agreement that the daycare signed with the School Food Authority (SFA) states that the day care will pay the SFA \$2.93 per lunch meal and \$1.73 per breakfast provided. Currently the CACFP reimbursement check is being directly deposited into the school food service account. The amount of reimbursement does not cover the amount agreed upon in the contract. The CACFP reimbursement check must be submitted into the daycare account and the daycare must pay the SFA the agreed upon amount documented in the contract, per each meal provided for that month. The amount that the school charges the daycare for the meals must at least cover the cost of the meals provided.	Submit the newly revised amount that the School Food Authority will charge the daycare as documented on a new food service agreement form and the documentation of the daycare's payment of that amount to the School Food Authority by sending a copy of the school food authority's bank statement.	
Resource Mgt Comprehensive Review	V-RMCRF	The 2014-2015 financial report indicates that the non-program food revenue did not cover the non-program food cost possibly because the staff and administration are not always paying an adequate price for food received from the school nutrition program. While on-site, it was brought to the attention of the State Agency, that staff enter the kitchen to help themselves to leftovers and other items such as cookies, cereal, milk or fruit. Staff are not allowed to have free leftovers from the meal and for food safety and cost reasons, cannot enter the kitchen to obtain personal snack items. Teachers must pay the \$3.45 per meal and can only eat a la carte items if the same a la carte items are for sale to the students as well. Any a la carte items, 2nd entrées, side dish items or 2nd milks sold should be available to both students and staff to purchase and must cover the cost of the food and labor it takes to provide this food.	Describe the School Food Authority's plan to ensure all food provided to staff is paid for including a description of how staff will be informed of the procedure change and price change of meals and a la carte items, the procedure changes that will prevent staff (other than food service staff) from entering the kitchen and taking food, and how these new procedures will be enforced.	

Site - Level Findings: Gilmore City Elementary School (0418)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Currently the School Nutrition Program applications states that the Point of Service (POS) is at the end of the line. Schools must get permission from the State Agency (SA) to put the POS at the beginning of the line. After observation of the meal service, SA verifies that the POS is at the beginning of the line. The SA reviewed the breakfast meal service on 11/16/2016. Due to the unorganized POS and untrained staff and students, and there were 4 students who were counted and claimed that did not have a reimbursable meal as they were missing ½ cup fruit.	Modify the site application to state that the POS is at the beginning of the line or alternatively change your POS to the end of the line. If the School Food Authority (SFA) keeps the POS at the beginning of the line, describe how the SFA will ensure that every student who is being counted and claimed will have a reimbursable meal. If the POS remains at the beginning of the line there must be a trained staff member at the end of the line to ensure all meals are reimbursable. Send a description of the staff who will be responsible for monitoring the end of the POS and what training will be provided to them including the training agenda, attendance record with staff signatures, and/or webinar certificate. If the POS is moved to the end of the line, describe the flow of the POS and send the	

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			training agenda for the cashier.	
400 - Meal Components and Quantities - Breakfast	V-0400	There must be signage posted in the cafeteria describing what constitutes a reimbursable meal for both breakfast and lunch. Technical assistance and signage examples provided.	Describe where signage will be posted and who will be responsible for updating the menu daily.	
400 - Meal Components and Quantities - Breakfast	V-0400	Food production records (FPR) are incomplete as they were missing the total quantity to be prepared for all planned portions documented in a measurable amount (pounds, ounces, cups etc.), the serving size for each individual menu item offered to students and adults, and total seconds sold. FPR did contain the menu items offered as part of a reimbursable meal including the entrée, fruit, grain, milk and condiments, the actual number of students and adults who ate, and the temperature of the food and storage areas. Since there is no serving size listed, the State Agency is unable to determine if the required serving size amounts were offered for each meal during the review period.	Submit one week of breakfast food production records and the corresponding menus that contain all of the information required to be on a food production record (including serving sizes) and complete the menu certification worksheets for K-5 for breakfast.	
400 - Meal Components and Quantities - Lunch	V-0400	1. Many grain items found in storage while on-site were not whole grain rich. It is a requirement that 100% of grains offered must be whole grain rich. The saltines, egg noodles, Coco Roos, rice krispie cereal, stove top stuffing mix and corn bread are not whole grain rich. 2. Many recipes used are not standardized. It is a requirement that all homemade items have a standardized recipe. Standardized recipes were missing for the cookie, the maid-rite, the chicken alfredo, rice pudding, and coffee cake served during the review period. Standardized recipes include ingredients, weight or measurements needed for each ingredient, pan sizes required, serving utensil size, critical control points, the portion size, how it contributes to the meal pattern, and yield of the recipe. The standardized recipe used should be individualized to meet the schools needs for the number of servings needed and the amount of ingredients needed to meet those needs.	1. Describe how the School Food Authority will ensure that 100% of grains offered are whole grain rich going forward and confirm that the above mentioned items will not be served. 2. Submit 2 standardized recipes that will be included in the menu.	
400 - Meal Components and Quantities - Lunch	V-0400	Food production records (FPR) are incomplete as they were missing the total quantity to be prepared for all planned portions documented in a measurable amount (pounds, ounces, cups etc.) and the serving size for each individual menu item offered for students and adults. FPR did contain the menu items offered as part of a reimbursable meal including the entrée, fruit, vegetable, grain, milk and condiments, the actual number of students and adults who ate, and the temperature of the food and storage areas. Since there is no serving size listed, the State Agency is unable to determine if the required serving size amounts were offered for each meal component provided during the review period.	Submit one week of lunch menus, corresponding food production records, and supporting documentation (CN labels and/or standardized recipes) and complete the menu certification worksheet for K-5 for lunch.	

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Org - Level Technical Assistance

Area	Question	Comments
		PROCUREMENT: Technical assistance provided on procurement plan requirements that include a signature page, specifications for all purchases being requested, names or job titles of those who are responsible for rewarding, reviewing, documenting and monitoring procurement events, a debarment statement to ensure that no vendors have been suspended by USDA, and a Code of Conduct policy. A procurement plan template and code of conduct example were provided.
		Professional standards resources provided for on-line trainings and tracking tools provided. Technical assistance also provided on the required number of hours for particular staff and the new hiring standards for food service directors.

Org - Level Commendations

Description
CERTIFICATION AND BENEFIT ISSUANCE: The Gilmore City-Bradgate CSD participates in Community Eligibility Provision (CEP) to allow all of their students a free breakfast and lunch meal.
CIVIL RIGHTS: The "And Justice For All" poster is on display in a public location. No discrimination was observed while State Agency was on-site.
FOOD SAFETY: The most recent food safety inspection reports are posted in a public location. Temperatures are monitored and recorded for hot food served, the dishwasher, refrigerator, freezer and milk coolers.
MEAL COUNTING AND CLAIMING: All students at the observed lunch had a reimbursable meal. The edit check done for October 2016 showed that the number claimed was not greater than the number enrolled. The meals claimed for October 2016 was the correct number based on the assigned Identified Student Percentage.
NUTRITIONAL QUALITY AND MEAL PATTERN: The menu during the week of the review period contained all of the required components including all of the vegetable subgroups. Two different and approved, milk types were offered. The lunch meal observed contained all of the required components and all of the students had a reimbursable meal. Condiments were proportioned and monitored by teachers to ensure students received an acceptable portion. A salad bar option was recently started and offers fresh fruits and vegetables to students and staff. A variety of meat/meat alternates were served throughout the review week as well as a variety of vegetables and fruits. Posters were hung throughout the cafeteria promoting healthy foods. Some of the recipes were standardized and some CN labels were on file. A school garden and green house provide an educational experience for students and vegetables grown are used in school lunch.
PROCUREMENT: The school food authority has a procurement plan that includes local thresholds and procurement methods. All bid documents on file and includes the Buy American Provision.
PROFESSIONAL STANDARDS: Both the food service director and the interim food service director are ServSafe certified.
SCHOOL BREAKFAST AND SUMMER FOOD SERVICE OUTREACH: Summer Food Service Program and School Breakfast Program outreach is conducted annually through ads in the local paper and information is also posted throughout the community.
SCHOOL WELLNESS POLICY: A Local Wellness Policy is on file and is made available to the public through the school's website.
COMPETITIVE FOODS: The school food authority does not offer any competitive foods at this time.