

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Aquin Elementary School (69618150)**  
**SNP - Review ID: 4389**

**Program Year:** 2017  
**Month of Review:** December  
**Lead Reviewer:** Sandra Fiegen  
**Org Representative(s):**

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	Currently, the Archdiocese office requests the names of all children eligible for free or reduced price meals via the application approval process. The information is used in conjunction with other independent application to determine whether a family will receive a tuition assistance grant.	Free and Reduced price eligibility determination information cannot be used for any other purpose unless the family has signed a waiver for use of the information. The eligibility manual is attached to this review, please refer to pages 68-78 for specific information on disclosure requirements. In your corrective action response, please indicate how you will share this information with the Archdiocese office and please attach in the review attachments, the waiver form that all parents will sign if they apply for meal benefits, in order for the information to be used.	
100 - Certification and Benefit Issuance	V-0100	Power Lunch does not include field in student data entry area or reports to indicate dates that eligibility began and ended for individual students.	The Power Lunch software used to count student participation by eligibility status each day for reimbursable meals must include all relevant information that is part of the eligibility award process, including beginning and ending date of eligibility, and accurate reason that eligibility is awarded. The point of service software should be able to generate a report of eligibility status that includes this information plus other student identifier information such as name and grade level. More guidance on point of service software requirements and elements is being developed, and will be included in information to be sent soon from the Bureau. For corrective action on this issue, please indicate your plans to review the items attached in the 'review attachments' area of this compliance review and the upcoming guidance when it is available, with your software provider and determine how your system will contain all essential elements.	
300 - Meal Counting and Claiming	V-0300	Alternate point of service must be identified in online agreement.	Please modify the site application to include 2 points of service (one in classroom and one in gymnasium). Please email Consultant when this is completed so that the application can be reapproved and the system ready to accept claim information.	

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	V-0700	No procurement plan is on file. No Negative Balance policy is on file.	Both the procurement plan and the negative balance policy are required for all SFA's participating in Child Nutrition programs. For the procurement plan, resources and templates are available at <a href="https://www.educateiowa.gov/pk-12/nutrition-programs/procurement">https://www.educateiowa.gov/pk-12/nutrition-programs/procurement</a> ; there are a series of webinars to view that will help aid understanding of the concepts involved. For the negative balance policy, an email was sent to all Authorized Representatives mid January with resources. Please reply with your plan to have each of these two items in place no later than the end of the school year.	
800 - Civil Rights	V-0800	Special Dietary Needs statements are not on file for each child requesting dietary accommodation.	Each child who requests dietary accommodation must complete a special dietary accommodation request that is signed by a recognized medical authority in order for the school foodservice to modify the meal served. For more information and the form, please go to <a href="https://www.educateiowa.gov/pk-12/nutrition-programs/national-school-lunch-program">https://www.educateiowa.gov/pk-12/nutrition-programs/national-school-lunch-program</a> , and about 1/3 of the way down the webpage is the correct information. In your corrective action response, please indicate the steps you will take to ensure that a form is on file for each child, and the steps you will take to learn what is required of the school. Please indicate that all required forms will be on file within one month.	
1400 - Food Safety	V-1400	The school's HACCP plan is missing several elements as described in the guidance. The SOP's have not been adopted for the school, and alternate logs are being used other than what is described in the school's plan.	In your corrective action plan, please read the guidance and write your HACCP plan elements that are missing. Review all the SOP's and modify if needed to fit your school operations. For documentation that this is complete, please send your plan's index of all elements that will be included in your plan (not a list of the SOP's that are included, the SOP's are one element of the plan). Please attach this index to the review attachments list by the CA deadline.	

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Resource Mgt Comprehensive Review	V-RMCRF	Meal costing is not completed to determine amount of food cost in adult and day care meals.	As corrective action, please complete a 2 week average meal cost that includes food expense, and complete the financial report for the previous closed school year. this average cost of food should be used in the financial report completed for last year's foodservice operations and can be used to satisfy the nonprogram food revenue tool. The financial report can be found in IowaCNP under 'applications'. The form download section includes some guidance on how to complete each line of the report, and if questions still remain, please call Patti Harding for additional assistance. Please complete the 2 week meal cost analysis and the 2015-16 financial report by the end of this school year, and the 2016-17 report as soon as the year end information is available. As a response, please identify your plans to do so.	

**Site - Level Findings: Aquin Elementary School (8150)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
500 - Offer versus Serve	V-0500	Breakfast signage indicates 'juice OR fruit'. Needs to indicate that both items can be taken.	Please modify the breakfast signage and information in printed menus so that it is clear that students may select both a 4 oz juice serving and a 1/2 c fruit serving at each breakfast. In your corrective action reply, please indicate how you will modify these items and notify students.	

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**Org - Level Technical Assistance**

Area	Question	Comments
100 - Certification and Benefit Issuance	136 Did the SFA update the benefit issuance document(s) accurately and in a timely manner, including those students that are new, transferred, or withdrawn? If NO, explain. Record errors on the SFA-1.	Encouraged accessing DC list and sending out notices of free eligibility prior to school year starting for DC families so they do not return a paper meal eligibility application.
1000 - Local School Wellness Policy	1005 Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy.	the Local School Wellness Policy assessment is not completed or posted in a public place. Provided resources to learn about what must be assessed and where to post the assessment.
1200 - Professional Standards	1219 a. Please describe the frequency (i.e. annually, quarterly, monthly etc.) in which training hours are being tracked. i.e. entered into a tracking mechanism.	Encouraged maintaining a copy of the handouts used for training, and an outline of content covered for each training.

**Org - Level Commendations**

Description
A new addition to the options available for customizing student meal items is a seasoning/seasoning station. The station includes 6 different spice items that many students used to add a little more flavor to their potato wedges and ham sandwiches on the day of lunch meal observation.
A variety of entrees, 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. A Fruit-Vegetable Bar is available on most days that encourages students to select a reimbursable meal.
Aquin Elementary has recently implemented Offer vs Serve service style, as opposed to serving students all food items regardless of the student's desire to have the items. Offer vs Serve is highly encouraged because it has been shown to decrease plate waste in schools where students are consciously involved in choosing the food items in their meal. As observed while there, students were making good choices and were enjoying their meals. Students were also very polite to each other and to the adults they interacted with--many please and thank you's were overheard!
Many good questions were asked while the onsite visit was conducted--foodservice staff were engaged and showed that they had a caring attitude about the important jobs they were doing in feeding hungry children at Aquin Elementary.
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.
Professional development requirements were completed and training logs were available to show that all foodservice staff had received more than the minimum hours of training. The training documentation included some resource information that is used to choose the type of training to complete, and recordkeeping suggestions. The training information was neatly collected and easy to follow, and in discussion with the foodservice director, it is apparent that ongoing professional development is important to the staff.
Standardized recipes, child nutrition labels, ingredient statements and other necessary documentation was neatly maintained and available for all foods examined in the test week of the review.
The current application form and guidelines were used, and ICaves was used and printed out to double check the math calculations. Direct certification is downloaded twice a month as required.
The school has a current wellness policy on file. There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity.