

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Bennett Comm School District (06030000)
SNP - Review ID: 1847**

Program Year: 2017
Month of Review: February
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	Application approval dates in JMC do not match up to determination date on application. Description of approval is not correct, and some indicate last year dates/description still. 4 children indicated as 'moved' are still in count of eligible.	The data entered into JMC must be current and correct. In your corrective action plan, please indicate the plans for keeping the information correct. Additionally, please correct the eligibility list and attach to the review attachments section.	
200 - Verification	V-0200	The one application chosen for verification included two income sources. Documentation for only one income was provided.	All information on the application form must be verified. As corrective action, the person or persons responsible for verification activities must participate in verification training either via live webinar in the fall or by viewing the webcast that is posted online at https://www.educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition#School_Meals . In your corrective action response, please indicate who will participate in training, when the training will take place, and how the training will be documented.	
200 - Verification	V-0200	Each school district must use the State Agency supplied form to notify household chosen for verification. The letter is available in Download Forms in IowaCNP. All alternate letters must be approved by our Bureau prior to use.	In your corrective action, please indicate how you will obtain the correct household notification letters to be used during verification and during approval activities. If you choose to use your own letters, please learn what required information must be included by reading the Eligibility Guidance Manual, and then send your letters to be preapproved before use.	
300 - Meal Counting and Claiming	V-0300	For breakfast, students are not providing a point of service medium of exchange. A roster is in use and the foodservice person checks the name of the student she knows by memory.	Each meal transaction must contain a medium of exchange (student 'gives' something to get the meal). At lunchtime, the tickets provided are the medium of exchange. At breakfast time, there must be some exchange that does not rely on sight memory for the transaction to occur. In your corrective action plan, please describe what each child will do in exchange for getting a meal.	

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800 - Civil Rights	V-0800	In order to make correct accommodations for students who request them, there must be documentation on file from a recognized medical authority. There is information and a form available at https://www.educateiowa.gov/pk-12/nutrition-programs/national-school-lunch-program .	In your corrective action response, please indicate your plans for obtaining the correct information from the recognized medical authority to meet the special diet needs of two children who have requested this.	
1100 - Smart Snacks	V-1100	All items sold a la carte during the school day must be documented with the Smart Snacks computer readout. This can be found at https://www.educateiowa.gov/pk-12/nutrition-programs/quick-links-nutrition/learning-tools-nutrition/smart-snacks-school .	In your corrective action response, please indicate where you will maintain the calculator readouts for each product sold a la carte.	

Site - Level Findings: Bennett Elementary School (0409)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Salad Bar main dish is offered 3 times per week, and the minimum number of grain/bread and meat/meat alternate for the week is not always met. Discussed the need to ensure that a Salad Bar main entrée contains enough grain/bread and meat/meat alternate when offered 3 days per week, or to re-structure offering salad bar options or ideas.	In your corrective action response, please indicate how you will plan to meet the minimum grain/bread and meat/meat alternate servings when offering salad bar main entrée option, or your plans to revise offering salad bar type items. Please be sure to include how you are counting the minimum grain and meat offerings for the week for each entrée option offered.	

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Org - Level Technical Assistance

Area	Question	Comments
1000 - Local School Wellness Policy	1005 Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy.	The Fuel Up to Play assessment is a great generic tool, but it is not assessing your specific wellness policy goals. The assessment requirement is to assess your own goals and provide access to your community. Discussed ways to assess and where to post it. Encouraged setting the timeframe for completing.
300 - Meal Counting and Claiming	306 What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment?	Explained what daily edit checks are and suggested methods to document that it is done.
700 - Resource Management	700 Did the SFA have a separate financial account designated for the nonprofit school food service?	We discussed the negative balance policy requirement; more information can be found at https://www.fns.usda.gov/school-meals/unpaid-meal-charges . This website includes an updated memo on unpaid meal charges recently issued.
700 - Resource Management	705 Did the SFA have internal control procedures in place to ensure that only allowable costs were charged to the nonprofit school food service account?	Discussed pulling all the income and expense information for the pan sales and for the craft fair together into one document so that the full timeline of financial activity can be seen in one place.
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.	A procedure must be in place to receive civil rights complaints. Please see information within the civil rights statement for website source of complaint form and information on using.

Site - Level Technical Assistance Bennett Elementary School (0409)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	404 a. Is there signage explaining what constitutes a reimbursable breakfast to students?	Be sure to remember to complete the sign before each mealtime.
500 - Offer versus Serve	500 Is Offer vs. Serve being implemented properly by the reviewed school?	Discussed the fact that milk is not required to be taken for a reimbursable meal at either breakfast or lunch.

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Org - Level Commendations

Description
Access to benefit information is correctly limited. Free meals are extended to all members in the household. Waivers are provided to applicants and indicate specific fees. 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.
Professional Standards training tracking is maintained, and indicates that all staff with foodservice responsibilities will or have received the minimum number of training hours. There was a comprehensive list of all employees involved in child nutrition programs in the district, and training was correctly documented.
Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. Menus, Label information, recipes and Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period. The Food Service Director, FSD, does a superior job of menu planning and offering choices. The numerous choices increases participation and provides opportunities for each child to find meal components for lunch that they will eat.
Students have a variety of meal components to select at breakfast. Students have a daily choice of hot or cold breakfast items.
The district 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. Assessment of the school environment was completed with a generic tool, and assessment of the specific wellness policy goals is planned.
The district has good breakfast participation. Allowing the children to come in to eat breakfast prior to recess before school starts nourishes the children who may get on a bus an hour before arriving at school.
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 procurement plan and template are available, and will be maintained as needed.
The SFA effectively utilizes its USDA entitlement for commodities, which keeps overall costs down.
The SFA has a written Food Safety plan that includes all required elements. A copy of the written plan was available at the site(s) reviewed, and Standard Operating Procedures, SOPs, have been implemented. The latest Health Inspection Report was posted in a publicly visible location. There were no critical areas noted on the report. Temperature logs are maintained for all coolers-including milk coolers, freezers, food served and dishwasher temperature. The kitchen and storage areas were orderly and clean.