

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Seton Catholic School System (69618000)
SNP - Review ID: 4398**

Program Year: 2017
Month of Review: March
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	Income application as printed did not include all information (it was printed vertically instead of horizontally so the last 1/4 to 1/3 of the form was missing).	In your corrective action response, please indicate how you will ensure that the income application is fully and completely printed and that all required parts are included with the packet.	
100 - Certification and Benefit Issuance	V-0100	Students at Peosta enter their student code on a keypad at the beginning of the line. As they do so, they look at the computer screen that is easily viewed. There is a message on the screen by their picture that indicates current balance information, and a message that pops up that is quite large that indicates the account is in arrears. The screen information about balances must not be available for students to see.	In your corrective action response, please indicate how you will ensure that students do not have access to meal account information for other students in the line.	
300 - Meal Counting and Claiming	V-0300	A la carte milk purchases are not identified at the point of service. Individual students are charged for an a la carte milk based on information supplied early in the morning and not during the meal service time when they have access to the milk cooler. Thus, some students are charged for milk that they did not take, and others may be taking milk that they did not pay for (no one is overseeing the activity at the milk cooler). In the Peosta center, the students are not participating in offer v serve (all students are required to take all 5 components of the meal). During meal observation, many students did not take milk and there was no person monitoring whether they took all 5 parts of the meal.	In your corrective action response, please indicate how you will accurately account for each milk that is taken as an a la carte purchase, and how you will accurately charge the student accounts based on the in-line purchase of the milk. Additionally, please indicate how you will ensure that all students have all 5 parts of a meal under the meal service being followed (no offer v serve). If you intend to begin offer v serve, you will need to share the comprehensive plan of how to educate students, teachers, foodservice staff and cashier about what is required, and how cashier will monitor the choice that students are making to ensure that a minimum of 3 components are taken prior to counting the meal as reimbursable. This is a repeat finding.	

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Seton Catholic School System (69618000)
SNP - Review ID: 4398**

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

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming	V-0300	Meal counting in preschool rooms is completed hours before the meal is served. This finding is a repeat from the prior review, and the school failed to implement a correct permanent change in procedure.	Meals cannot be counted for reimbursement until it is determined that each child has been served or is participating in family style meal service on that day. A roster is an acceptable meal counting method but it CANNOT be completed early in the morning. it MUST be completed as the children are seated and participating in the meal service. In your corrective action plan, please indicate the permanent correct process you will use to count preschool classroom served meals. Please note that all corrective actions you indicate are considered permanent corrections.	
700 - Resource Management	V-0700	The annual financial report is completed for FY15-16 but is incorrect.	The financial report indicates the same expense amount for program and nonprogram food costs, among other items that are not accurate. There is instructions in the download forms section of IowaCNP as to how to complete the report, and if these are not clear, please contact Patti Harding for further guidance. In your corrective action response, please indicate when you revised the report to correct it, and how you will use the report to help identify three month operating expenses and nonprogram food expense/revenue going forward.	
700 - Resource Management	V-0700	Several items are identified as direct cost and inadequate documentation exists for them to be a direct cost (rent, utilities, garbage, etc).	In your corrective action response, please indicate the items that are direct costs to the foodservice program and those that will be included in an indirect cost pool. Please indicate how you will document the process of paying indirect costs from the foodservice account including identifying how much money is in the indirect cost pool to pay the identified costs and how it is tracked. If you choose not to pay the costs included as direct that are unallowable from the foodservice account, please indicate how you will ensure that the costs will be permanently excluded as direct costs.	

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Seton Catholic School System (69618000)
SNP - Review ID: 4398**

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

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
700 - Resource Management	V-0700	3 year old and 4 year old preschool milk is not fully paid for. The SFA receives special milk program reimbursement for each half pint served to the 3 year old classroom but the rest of the cost of the milk (approximately 15 cents per half pint) is not being paid back to the foodservice by either the individual students or the preschool room. In the 4 year old preschool rooms, there is an afternoon snack time that foodservice funds provide gallons of 2% milk for. The gallons are not paid for by the preschool or by individual children.	Foodservice funds cannot cover the cost of a la carte milk used in the 3 year old or 4 year old preschool classrooms. In your corrective action, please indicate how many half pints of milk were used by the 3 year old room, the full repayment made to foodservice funds for this room, and the number of gallons of milk purchased by the 4 year old preschools, and the full repayment made to foodservice funds for this milk. The repayment back to foodservice funds must be made for the full school year 16-17. Additionally, please indicate how you will ensure that all a la carte purchases are fully paid. Foodservice must not cover these costs. This is a repeat finding.	
800 - Civil Rights	V-0800	The correct non-discrimination statement is not identified. This is a repeat finding.	The correct non-discrimination statement must be included in any material or on any website that has information about the NSLP. The correct statement can be found on the state agency form letters, on the civil rights poster and also on this website: https://www.educateiowa.gov/pk-12/nutrition-programs . In your corrective action response, please scan and send any and all pieces of information that mention or provide school meal information, with the correct non-discrimination statements included. Also please indicate how you will ensure that this is included for all materials going forward.	
800 - Civil Rights	V-0800	No annual public media notice is sent to a local media source.	As indicated in civil rights training, each receiving SFA must annually send a media release notifying the community that the SFA is using federal funds. The media release is located in Download forms. In your corrective action response, please indicate who you will send it to, when you will send this release to the media each year, and also please send it now.	

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Seton Catholic School System (69618000)
SNP - Review ID: 4398**

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

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
800 - Civil Rights	V-0800	At least three students at Peosta were identified as requesting special dietary accommodations; only one child had submitted the correct information to the school for the school to act on the request. This is a repeat finding.	In your corrective action response, please scan and attach the special dietary accommodations form you will use. Please indicate specifically when you will collect this information from each child's family, where the information will be maintained, and how you will ensure that the accommodations are correctly supplied. More information about special dietary accommodations and acceptable milk substitutions is found at https://www.educateiowa.gov/pk-12/nutrition-programs/national-school-lunch-program .	
800 - Civil Rights	V-0800	Not every person who interacted with students in some way regarding the school meal programs received civil rights training.	Every person who interacts with students in some way regarding the school meal programs must receive civil rights training. This includes cashier, administration, school nurse and any teacher who has lunchroom duties. In your corrective action response, please indicate how you will ensure that all of these persons receive annual training, and how you will document this training.	
1000 - Local School Wellness Policy	V-1000	The wellness policy provided indicates that the School Breakfast program is implemented at Seton, which is not. Policy must be updated to reflect activity at Seton.	In your corrective action plan, please indicate how the local wellness policy committee will review the policy, tailor it to the specific activities and goals at Seton, and ensure that the community has access to the policy. Also, please indicate when assessment of the goals will be completed.	
1200 - Professional Standards	V-1200	Administrative and teaching staff in preschool rooms are not identified as foodservice employees when they are as they complete essential duties for foodservice department.	Administrative and teaching staff in preschool rooms perform foodservice functions and must be trained to complete the duties correctly. Training must be tracked correctly. In your corrective action response, please indicate who will be trained, what they will be trained about and where the training information will be maintained. Training for preschool teachers must occur as soon as possible in order to correct the inadequate meal counting system in place.	

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Seton Catholic School System (69618000)
SNP - Review ID: 4398**

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

Site - Level Findings: Seton Catholic Elem Sch St John'S Center (8157)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	signage did not include the alternate entrée or milk.	The sign at the meal service line must include all food items that can be used as part of a reimbursable meal, including milk since this is a required component. The sign should be moved closer to the point of service also. In your corrective action response, please indicate how you will ensure that the signage includes all food items that are included as part of a reimbursable meal.	
400 - Meal Components and Quantities - Lunch	V-0400	Supporting documentation not maintained as required. Food production records not available for all meals. Child Nutrition labels, product formulation statements and ingredient statements not available as required. Two days of review month, not enough vegetable was planned (only 1/2 cup when 3/4 cup is daily minimum), and one week did not include the minimum grain servings for the week for the grade group planned.	Each meal that is reimbursed must be supported by documentation that proves the meal pattern was met. Daily food production records indicate the amount of food used, the serving size and the number of servings prepared. Child Nutrition labels, product formulation statements and ingredient statements prove that food items meet specifications for use, and that component contributions are correct. In your corrective action response, attach each week's meal planning template for the weeks of May 15-19, May 22-26 and May 29-the end of the school year. In addition, attach all recipes, child nutrition labels, product formulation statements and ingredient statements for all grain/bread and meat/meat alternate items in these menus. The template must accurately reflect the crediting information that is sent for all food items requested, and meet the meal pattern for fruit, vegetable and milk items also.	
1400 - Food Safety	V-1400	The latest food safety inspection report was found in the storage room. This is a repeat finding.	The most recent food safety report must be posted in a publicly visible location. In your corrective action response please indicate how you will ensure that this is completed each year.	

**Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Seton Catholic School System (69618000)
SNP - Review ID: 4398**

Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	104 If the SFA has an electronic application approval system, answer the below questions, if not proceed to the next question.	all child nutrition records must be maintained for three full years
100 - Certification and Benefit Issuance	103 At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year?	clarified that students must remain on prior year status for the first 30 days of school, which is probably not 8/28.
100 - Certification and Benefit Issuance	111 What is the SFA's procedure for extending free school meal eligibility to all children who are members of a household in which one person in that household is receiving SNAP, TANF, or FDPIR benefits?	answered wrong
100 - Certification and Benefit Issuance	119 Does the benefit issuance document indicate the date the eligibility status changes were made?	Benefit issuance summary provided by PowerSchool does not indicate date of initial approval or date that approval ends, or any other date information. Explained that the benefit issuance list we require at review time must include all four items in the information shared at entrance conference (and also shared when review was scheduled).
100 - Certification and Benefit Issuance	132 Does the SFA perform Direct Certification matches according to the required timeframes? If NO, how often are matches conducted?	There must be documentation for your action of looking for new DC students; please make a notation on the most currently downloaded list as to the next date that you opened the portal to look for new students, and that there were none.
200 - Verification	200 Obtain a copy of the SFA's most recently submitted FNS-742 (Verification Collection Report).	In the verification report, no students were identified as eligible via DC when in fact, there were 10. In future years, please identify students correctly.
200 - Verification	202 Who serves as the confirming official? (Name and/or position title or software used is acceptable)	The same person cannot be both the determining official and the confirming official. In the applications examined at the time of review, the principal was the confirming official. Please reread the definitions of these positions and reply accordingly in the subsequent reviews.
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?	Daily edit checks are being completed, the question was just misunderstood. Internal controls are daily edit checks.
1000 - Local School Wellness Policy	1005 Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy.	Assessment of the goals of the wellness policy has not occurred. Explained how to do this and provided resources to do so.
1100 - Smart Snacks	1100 What are the SFA's food sale policies? List all types of food/beverage sales to include the selling of non-food items in combination with food items.	provided information about selling any item a la carte. milk sales are a la carte and covered by the Smart Snacks regulations.
1200 - Professional Standards	1207 a. Has the State Agency allowed the SFA flexibility to complete annual training requirements over a 2-year period?	Year listed in comments is 2015. the two year flexibility must be two consecutive years. Provided explanation of how the flexibility can be applied.
1200 - Professional Standards	1209 a. Are there any employees that were hired on or after January 1 of the current school year? ? If no, proceed to 1210.	All foodservice employees must receive civil rights and food safety training annually. Reviewed the types of training that are provided and identified when this training will occur for new person.

**Iowa Department of Education
 Bureau of Nutrition and Health Services
 State Review Summary Report
 Seton Catholic School System (69618000)
 SNP - Review ID: 4398**

Org - Level Commendations

Description
• All income eligibility applications were correctly determined, signed by parents and SSN included as required.
• At least two types of milk are offered.
• Free or reduced price meals are extended to all members in the household.
• Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of March appeared accurate and complete.
• Point of Service, POS, meal counts and filed claims appear accurate.
• SFA on-site monitoring was completed to ensure that all schools are meeting program requirements.
• Signage was posted explaining what constitutes a reimbursable meal. A monthly menu is also posted
• Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, and dishwasher.
• The And Justice for All civil rights poster was posted in the meal service line.
• The kitchen and storage areas were orderly and clean.
• The SFA effectively utilizes its USDA entitlement for commodities, and is participating in the DoD program.
• The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months.
• The SFA has begun their comprehensive written Procurement Plan.
• Water was available as required.

Site - Level Commendations Seton Catholic Elem Sch St John'S Center (8157)

Description
please see commendations in organization level area.