

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Blessed Sacrament School-Sioux City (60398104)
On-site Review Dates: November 8-9, 2016

Program Year: 2017
Month of Review: October
Lead Reviewer: Deann Murphy
Org Representative(s): Cheryl Zobel

Site - Level Findings: Blessed Sacrament School (8104)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	On Monday 1/2 cup baked beans and one pickle spear were served. According to the Food Buying Guide, it takes 1.25 pickle spears to = 1/4 cup. This does not meet the required 3/4 cup vegetable for the day. On Friday 8 tortilla chips were served as the only whole grain rich serving. According to the label and the Bread/Grain chart it takes 12 tortilla chips to = 1 oz eq. Therefore, only .75 oz eq. was served on Friday. Overall, menus were short vegetables and grain for the review week. Upon an expanded menu review, there are 2 weeks without legumes and another day has 1/2 cup baked beans and pickle spear so is short veggies as well. During the on-site review, enriched gold fish crackers were served instead of Whole grain rich crackers.	The SFA will provide the SA with the December menu with appropriate food production records showing shortages have been fixed.	
500 - Offer versus Serve	V-0500	OVS requirements are not being met. Students are not allowed to freely choose what they want on their tray. They are only allowed to decline certain foods.	The SFA will explain how they intend to follow OVS requirements.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1000 - Local School Wellness Policy	V-1000	An assessment of the local wellness policy has not yet been completed.	The SFA will submit a copy of the assessment of their Local Wellness Policy and explain how it will be made available to the public. If it will be posted on the schools website, please state the website address.	
1200 - Professional Standards	V-1200	The Authorized Rep also acts as the confirming official and needs a minimum of 4 hours Professional Standards Training annually. Training was not documented for this person during the 2015-16 School Year.	The Authorized Representative will state how he plans to obtain 4 hours Professional Standards training each year and how that training will be tracked.	

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Org - Level Technical Assistance

Area	Question	Comments
		The Code of Conduct does not list what disciplinary actions will be carried out if the Code of Conduct is breached by an employee. The SFA needs to add this to their Procurement Code of Conduct or add a link to another document that states exactly what disciplinary actions will be taken if the Code of Conduct is breached.
		The procurement plan should list only the micropurchase level and formal purchase level that the school will be using. Meals need to be listed but do not need to be competitively vended from another SFA. SFA must send out bid specs to 3 milk vendors annually and receive price quotes. The vendor cannot send you a bid/contract. The SFA needs to add to the Procurement Plan an evaluation method and contract management section. Written instructions given. All milk bids need to include a debarment statement.
100 - Certification and Benefit Issuance	107 a. When and how are households notified of students' certified eligibility?	FSD instructed to only give families 10 calendar days to appeal eligibility determination as stated on page 45-46 of the 2016-17 Eligibility Manual.
100 - Certification and Benefit Issuance	126 Are the correct conversion factors used when processing applications that indicate more than one income frequency? If NO, explain.	The FSD was instructed to use the proper column for determining income on ICAVES, i.e. weekly for weekly income, monthly for monthly income, etc. Only use the annual column for mixed incomes or self-employment income.
1000 - Local School Wellness Policy	1000 Provide a copy or appropriate web address of the current Local School Wellness Policy.	It is suggested that each individual school should streamline the Bishop Heelan Local Wellness Policy to its own school by it's own wellness committee so that goals for that particular school can be fully assessed.
1100 - Smart Snacks	1103 Who is responsible for tracking Smart Snacks compliance at the:	Pop from machine in gym cannot be accessed between midnight and 30 minutes after the last bell. Recommend contacting company and requesting a timer to ensure students cannot access it during the school day.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements? If NO, identify which elements are missing.	The FSD was given the Iowa State Extension website address as a resource for Standard Operating Procedures to add to her HACCP manual as needed.
1500 - Reporting and Recordkeeping	1501 Are records retained for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audits? If NO, explain.	Discuss with Infinite Campus where records go once a child is withdrawn from the school/system. How can records be accessed? Same with last system - RenWeb? FSD is unable to retrieve electronic records from the past 3 years which is a requirement of the program.
1600 - School Breakfast and SFSP Outreach	1602 For each question on the Off-Site Assessment Tool (Questions 1600-1601), do the responses provided demonstrate compliance with FNS requirements? If NO, explain.	Summer Meet-Up flier sent to Principal and FSD. Suggest adding it to website/newsletter, etc. in Spring 2017 so families are aware of summer feeding sites across the state.
200 - Verification	204 Does the SFA use an electronic system to identify error-prone applications?	ICAVES is not considered to be an electronic system to identify error-prone applications.

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300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations (as applicable):	No later than July 1, 2017, all school food authorities (SFAs) operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must have a written unpaid meal charge policy.
Resource Mgt Comprehensive Review	Step 2 Total Expenses	The FSD needs to find out from the vendor how meal costs are broken down, i.e. what percent of meal price is food vs. supplies vs. labor. This information could then be used on the SFA financial report on IowaCNP to better break down expenses.

Site - Level Technical Assistance Blessed Sacrament School (8104)

Area	Question	Comments
1400 - Food Safety	1403 a. In the comments section, list the dates of the two (2) most recent food safety inspections.	SFA needs to request a second health inspection even if health department states they will not complete 2 inspections each year. Keep written request on file.
1400 - Food Safety	1409 a. Did any review of products indicate violations of the Buy American provision in 7 CFR 210.21(d) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable? If yes, proceed to b, if no proceed to next question.	The FSD should educate staff to watch any cans/boxes/etc. that come from meals vendor for violations in Buy American provision. If found, work with the vendor to find an alternate product.
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	The FSD needs to check over menus/Food Production Records from vendor to ensure that all components, subgroups and quantities are met. She is encouraged to meet with vendor annually to review menus and walk through the storeroom to ensure products meet Buy American regulations, grains are whole grain rich, etc.
500 - Offer versus Serve	500 Is Offer vs. Serve being implemented properly by the reviewed school?	3-5 grade students are only allowed to refuse gravy today; 6-8 grade students must take either the fruit or the vegetable, but must take all other items. Under OVS rules, students choose what they want as long as they take 3 components with one being a 1/2 cup fruit or vegetable. Please train staff on OVS rules and consider updating application allowing OVS only with 6-8 grade students. Web based tutorial site sent to the FSD via e-mail.
500 - Offer versus Serve	502 Is there signage explaining what constitutes a reimbursable meal to students including the requirement to select at least 1/2 cup fruit or vegetable? If NO, explain and list the technical assistance provided.	Team Nutrition lunch signage telling students they must take 3 items with one being a fruit/vegetable was given to the FSD during the on-site visit. This needs to be hung at or near the beginning of the serving line.

Org - Level Commendations

Description
All Eligibility determinations were correct and verification was done correctly. The current application form and guidelines were used. All new and returning students were checked on E-Lookup for eligibility status.
No fiscal action expected with Performance Standard 1 or Performance Standard 2.
The FSD has a detailed set of financial records. She keeps records both electronically and hard copies for back up purposes. She keeps close track of meals ordered each day to reduce waste. USDA Non-Program Food Revenue Tool was completed and showed adequate revenue to cover non-program expenses.

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The SFA has a written procurement plan and code of conduct in place.

The SFA used 169% of their USDA Entitlement dollars last year.

Site - Level Commendations Blessed Sacrament School (8104)

Description
Kitchen staff take food temperatures of all food received from vendor daily and record this on FPR. They also take regular temps of refrigerator and milk cooler. Good food safety practices were observed. The latest health inspection is hung in a public place.
Meal counts during the on-site review were reasonable when compared to the review month counts. Point of Service, POS, counts and filed claims appear accurate. There is a POS for all students, and the POS is orderly. No overt identification of students who receive benefits was observed. Food Production Records, FPRs, were available for all meals claimed for reimbursement for the review period. The cashier is trained, and daily edit checks are performed.
SFA is completing the on-site monitoring forms annually even though this is not required.
The And Justice for All Poster was hung in a public place. Ethnic/racial information is collected and the form is completed. No discrimination was observed.
The Simplified Nutrition Assessment on the review week menus show that the SFA is serving meals that meet the standards of <10% of calories from saturated fat and <1,230 mg sodium. They are within 25 calories of the 600-650 calories required at lunch.
There is hand sanitizer available in the lunch room for students at the beginning of the line. Students have access to a water fountain and cups are provided.