

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
St Michael School (60398114)
On-Site Review Dates: November 15-16, 2017

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

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	2 applications were found without a SSN listed.	The SFA will need to obtain SSN from families and submit the documentation to the SA. This was done on-site so no extra corrective action is required. For SY2017-18, the SFA will need to conduct an Independent Review of Applications (Second Review) due to an error rate of 14.29%.	
800 - Civil Rights	V-0800	The SFA is providing a student with a bottle of water in place of milk due to a lactose intolerance. They do not have any documentation from the Physician about this. This is just a parent request. Therefore, the SFA is not following the meal pattern for this student as they provide serve only meals.	The SFA will explain how they intend to provide reimbursable meals to students who have special dietary requests in the future. Especially explain how you will accommodate this student with a milk intolerance.	
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 is posted on the school's website, please state the website address.	
1200 - Professional Standards	V-1200	The foodservice director does not have food safety training. The SFA is using the Serve Safe certification from the foodservice director at another SFA for purposes of meeting the health inspection requirements, but this person is not on-site.	Explain how the current foodservice director at St. Michael's school will obtain 8 hours of Food Safety training before June 30 and when this will occur.	
1200 - Professional Standards	V-1200	The Foodservice Director, Foodservice FT staff, and the non-nutrition staff have not received adequate Professional Standards training.	Please state your plan as to how you intend to provide prior to June 30 the required 12 hours training for your FSD, the required 6 hours training for your FT nutrition staff, and the required 4 hours training for your non-nutrition staff including the Authorized Representative, the school secretary, the cashier and the head teacher who serves as the SFA confirming official.	
1200 - Professional Standards	V-1200	Currently none of the Professional Standards training is being tracked.	Please start a tracking form for the training for the current year that includes all of the following employees and submit it to the State Agency: Authorized Representative, Foodservice Director, FT	

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			Nutrition Staff, School Secretary, Hot lunch employee/cashier, Head Teacher/Confirming Official	
Resource Mgt Comprehensive Review	V-RMCRF	The SFA is not using the appropriate indirect cost rate and they are not taking that rate from the appropriate direct costs.	The SFA will state how they intend to calculate their indirect costs starting in November, 2016 and in the future. They will submit documentation showing how their indirect costs were calculated in November, 2016.	

Site - Level Findings: St Michael School (8114)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	SFA is using enriched grains so inadequate grains are served on 2 days of the review week; overall there are inadequate grains served for the review week as well. There are no legumes served during the review week. On the review day, only 1/2 cup corn was served which does not meet the 3/4 cup vegetable requirement. The SFA is serving foods with 2 or more ingredients without a standardized recipe on file and they are lacking CN labels/PFS statements.	1). The FSD will submit 2 weeks of menus, food production records, labels and recipes showing that all menu requirements are met for quantities and subgroups. 2). The FSD will submit a standardized recipe for scalloped potatoes and ham.	
1300 - Water	V-1300	The water fountain is out of the cafeteria and down the hall - too far for the children to access free water at lunch.	The SFA will explain how they intend to give all children access to free water during lunch.	
1400 - Food Safety	V-1400	The food storage temperature logs were very incomplete. There are no temperature logs for the dish machine.	The SFA will submit a temperature log of their refrigerators, milk cooler, freezer and dish machine showing 2 full weeks of completed temperatures.	

Org - Level Technical Assistance

Area	Question	Comments
		Encouraged staff to consider using Entitlement money on the DOD program for fresh fruits and vegetables. The FSD can contact Sarah White at Sarah.White@iowa.gov for more information.
		Reviewed with the SFA their Procurement plan/Code of Conduct using the DE Template helping them to determine each procurement event, method, contract type, etc. Discussed with them the need to include disciplinary actions in their Code of Conduct. The procurement plan should list only the micropurchase level and formal purchase level that the school will be using. SFA must send out bid specs to 3 milk vendors annually and receive price quotes. The vendor cannot send you a bid/contract. All bids need to include a debarment statement.
		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.

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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 Determining Official needs to use the appropriate column on ICAVES when figuring income; weekly when only weekly income is given, monthly when only monthly income is given, etc. Only use Annual income tab on ICAVES when mixed income or self-employment income is given.
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 Diocese Local Wellness Policy to its own school by it's own wellness committee so that goals for that particular school can be fully assessed.
1200 - Professional Standards	1218 Validate the SFA's response to Question 1206 on the Off-site Assessment Tool, if applicable.	Provide adequate training to custodian who helps serve occasionally and parent volunteers so they can properly do their job. Document training, i.e., date, time, topics covered and signatures, and keep on file. These helpers do not need to meet the 4 hours Professional Standards minimums.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements? If NO, identify which elements are missing.	Discussed with FSD using the standardized SOPs from the Iowa State University Extension website for her HACCP manual.
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.
1500 - Reporting and Recordkeeping	1502 Did the SFA maintain sufficient records to document compliance with the paid lunch equity and revenue from nonprogram foods requirements? If NO, explain.	The non-program food revenue tool needs to be completed annually at the end of each SY and kept in the NSLP file. It is used to determine if the SFA is charging enough to cover their non-program food costs.
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.	The SFA was e-mailed a copy of the summer meals flier. Recommend adding this to the website/newsletter in April/May for families to see where the summer meals program is held all across the state. Promoting summer feeding is a required part of the National School Lunch Program.
200 - Verification	206 When a confirmation review was conducted,	A confirmation review needs to check to ensure the entire application is accurate, including parent SSN and signature.
300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations (as applicable):	Beginning July 1, 2017, all SFAs will need to have a negative balance policy in writing and make households aware of this policy.
800 - Civil Rights	805 How are students with special dietary needs accommodated?	A copy of the Diet Modification form was e-mailed to both the school principal and the FSD. This needs to be completed and on file at the school for any student who needs meal pattern changes. If the Dr. states that the problem is causing a disability, the SFA must comply with the meal pattern changes. If it is a parent request or the Dr. does not state the problem is a disability, the SFA may accommodate, but must continue to follow the meal pattern in order to get reimbursed for the meals.
Resource Mgt Comprehensive Review	3 Did the SFA apply the correct indirect cost rate for the appropriate year?	The SFA was instructed that they can only charge up to 10% of the combined costs related to Food Service Labor, Supplies, and Travel for all total indirect costs.

Site - Level Technical Assistance St Michael School (8114)

Area	Question	Comments
1400 - Food Safety	1404 Is the most recent food safety inspection report posted in a publicly visible location? If NO, explain.	The SFA needs to move the food safety inspection reports to a public place.
1400 - Food Safety	1405 Was the SFA's written food safety plan implemented? If NO, explain.	Staff should not wipe their hands on their aprons as this is a food safety concern.

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400 - Meal Components and Quantities - Lunch	402 Are the minimum daily quantity requirements met for the age/grade group being offered?	The FSD was e-mailed a copy of the nutrition requirements for grades K-5 lunch.
400 - Meal Components and Quantities - Lunch	404 a. Is there signage explaining what constitutes a reimbursable lunch to students?	Team Nutrition signage showing students they must take 3 items with one being a fruit or vegetable given to FSD at the time of the on-site review. This needs to be hung up near the beginning of the line for students to see.
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	A copy of the Nutrition Standards were e-mailed to the FSD.

Org - Level Commendations

Description
A la carte is limited to extra milk and adult meals so Smart Snacks are not an issue with the SFA. The SFA encourages students to eat balanced meals.
No fiscal action with Performance Standard 1 or Performance Standard 2.
The PLE tool is submitted on time each year. The bookkeeper completed the nonprogram revenue tool prior to the Administrative Review. Reports are filed on time to the state agency. The SFA keeps a completely separate account for the hot lunch program and deposits revenues directly into that account. There is a system of internal controls in place for their accounting practices.
The SFA has a current wellness policy on file. They use of mixture of staff, students and other interested parties to give input into it. It is posted on the school website.
The SFAs records were well organized and easy to find the required documents. The correct and current benefit list was available. School lunch applications are kept in a locked area so that limited personell have access to them and eligibility is kept confidential.

Site - Level Commendations St Michael School (8114)

Description
Meal counting and claiming for the day of review seemed appropriate based on meal counts for the review period (October.) Food production records were on file for all meals claimed. There is no overt identification of F/R/P students when they scan their cards at the beginning of the line.
The And Justice for All poster was posted in a public place. No discrimination was noted. State Agency templates were used to notify families of their free/reduced benefits so all non-discrimination statements were in place. The shortened non-discrimination statement was on the lunch menu. The SFA takes steps to help LEP households. Annual Civil Rights training was held and documented for foodservice staff. Ethnic/racial information was collected as required.
The FSD incorporates student favorite foods into the menu and cycles those foods monthly. A variety of fresh fruits and vegetables were noted on the menus. The staff worked with the students to say please/thank you when going through the lunch line. Appropriate food temperatures were recorded on Food production Records.
The FSD offers meat and grain foods on the menu appropriately so that calories, saturated fat and sodium levels are not exceeded.
The SFA On-site monitoring form was completed even though it is not required in a single site school.