

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Western Dubuque Comm School District (69610000)
SNP - Review ID: 1868

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

Site - Level Findings: Cascade Junior-Senior High School (0172)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Site - Level Findings: Dyersville Elementary School (0427)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	Of the 420 income eligibility determinations made, 6 were incorrectly made or awarded. The names of the students affected were shared with the food service director.	Benefit status for the 6 students was corrected during the administrative review timeframe. In your corrective action response, please indicate your plans for checking the date of eligibility prior to updating (two errors, students were awarded F benefits already and application information was submitted after that point), and how you will look for SSN information (one student), and additional income as entered on page 3 of the application form (three students).	
300 - Meal Counting and Claiming	V-0300	Paraeducators operate the point of service counting system in the elementary schools. During each day, there may be at least a half dozen person who complete this work. In the morning for the breakfast meal, there is not one person assigned to perform this count in all situations (late students, late busses). Sometimes a student passes the point of service with no adult completing this function, and it is expected that the foodservice worker will leave the foodservice line and go into the hallway to operate the computer. In order to be assured that no child is missed at the point of service, there needs to be a system for children to complete the medium of exchange under adult/operator guidance at all times.	In your corrective action, please indicate the plans to ensure that each and all children are either using their PIN numbers successfully or using a roster at the point of service at all meals, especially breakfast. All transactions must be completed with operator/adult guidance and observation.	

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800 - Civil Rights	V-0800	Some student accommodations were made without full and complete special dietary accommodations documentation. The SA supplied form must be completed and signed by a recognized medical authority prior to the school district instituting accommodations.	In your corrective action response, please indicate how you will identify which children requests were made without full documentation, how you will obtain the full documentation needed, and how you will ensure that all persons who may be in a position to collect the documentation will be informed as to what is required. Special Dietary Accommodation information can be found at https://www.educateiowa.gov/pk-12/nutrition-programs/national-school-lunch-program .	
1100 - Smart Snacks	V-1100	Beverages located in vending machine in hallway of Cascade Jr-Sr High school are noncompliant for grade ranges in building.	Vending machine must be disabled from midnight to half hour after last bell each day, or must sell only compliant beverages. As corrective action response, please indicate who is responsible for operation of the machine, the steps taken to inform this person or persons, and monitoring activity that will be made to ensure that this and any other food/beverage sales in buildings will be compliant.	

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Org - Level Technical Assistance

Area	Question	Comments
100 - Certification and Benefit Issuance	134 a. Are free and reduced price benefits provided to students in a manner that assures confidentiality and prevents overt identification during meal service or at any other time in accordance with regulations and FNS Policy Memos.? If NO, explain.	In conversation with the secretary at Dyersville Elementary, it is suggested that the eligibility application and instructions plus the parent letter, be part of the packet of information given to a new family if they come to the school to register after the main rush of registration. The family should not be asked if they want to apply, it should be in the packet with all other forms.
1000 - Local School Wellness Policy	1007 For each Off-Site Assessment Tool question (Questions 1000-1006), do the responses provided demonstrate compliance with FNS requirements? If NO, explain.	Local Wellness Policy assessment of specific goals not available or posted in a public place. Local Wellness Policy needs to move from 'will develop' language to 'has developed' language, and must identify person/persons responsible for assessment and specific assessment plans.
1600 - School Breakfast and SFSP Outreach	1601 How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?	In March, the foodservice director has a meeting planned with the SFSP Lead Consultant to determine whether an open site may be planned in Dyersville. The information from that meeting should be part of outreach information shared with the community.
200 - Verification	203 Describe the SFA's verification process (including SFA's verification for cause process).	The definition of verification for cause is found on page 81-82 of the eligibility guidance manual, and the approval of incomes stating '0' income is found on page 22. Simply having '0' income is not a reason for verification for cause.

Site - Level Technical Assistance Cascade Junior-Senior High School (0172)

Area	Question	Comments
		Please post the most recent food safety inspection in each building to a publicly visible location.

Site - Level Technical Assistance Dyersville Elementary School (0427)

Area	Question	Comments
1400 - Food Safety	1404 Is the most recent food safety inspection report posted in a publicly visible location? If NO, explain.	Please post the most recent food safety inspection in each building to a publicly visible location.
400 - Meal Components and Quantities - Lunch	404 a. Is there signage explaining what constitutes a reimbursable lunch to students?	Encouraged moving menu signage to a different location, since the point of service operator hides it from the students.

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Org - Level Commendations

Description
A very high rate of correct free and reduced price eligibility approval was found, with less than 2% error rate. Efforts are made to access the Direct Certification information at regular intervals and to make application information available to district families.
Careful financial planning and management is a part of everyday and ongoing activities. Financial reports are completed and submitted as required. Decisions are made with the future in mind.
Efforts are made to menu a wide variety of foods to the students in the district, and taste testing of new and interesting vegetables happens frequently.
Plans are underway to ascertain whether an open Summer Food Service feeding site can be established in the boundaries of the district. Community partnerships may be planned to support this site, and the school district would play a role if able.
Pleasant, positive communication was observed between students and staff in each building, and several 'please' and 'thank you' statements were overheard both from students and staff.
The foodservice director visits the school sites on a regular basis and enjoys working with the staff. He involves them in decision-making and provides necessary training to meet not only the professional standards requirements but their own needs as well.
The school foodservice department is committed to using fresh local fruit and vegetable sources. They currently incorporate a locally sourced item at least monthly, and highlight the grower in the posted and distributed menu information.
The SFA has developed their procurement plan, and it is comprehensive in nature. The plan is easy to understand and covers all areas of foodservice procurement in the district.