

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
South Hamilton Comm School District (60950000)
December 6-8, 2016

Program Year: 2017
Month of Review: October 2016
Lead Reviewer: Christine Crow
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	One income application contained an invalid case number and the student was given free eligibility status. A valid case number will contain 10 characters, the first of which being either a number or letter and the remaining 9 being a number. The School Food Authority contacted the family for a valid case number. They were not able to provide one and completed an income application. Per the income information provided on the income application, the student was determined to be reduced price. The School Food Authority notified the family of the reduction in benefits and changed the student's eligibility status in Infinite Campus.	No further action required.	
	V-0700	In addition to the signed bid agreement, the debarment certification statements must be signed by all vendors to prove that they have not been suspended by the USDA. The debarment certification statement was on file for the Hiland Dairy vendor but not for the Pan O Gold vendor. Technical assistance provided.	Submit a copy of the signed debarment certification statement from Pan O Gold.	
900 - SFA On Site Monitoring	V-0900	The on-site monitoring tool was completed for lunch at both sites by the School Food Authority in the 2015-2016 school year. The on-site monitoring forms for both the elementary and high school are incomplete as the meal counts by category have not been recorded and compared to the number of students approved by each category in question 10. Neither school has had an on-site monitoring visit yet this year. This is required to be completed by February 1. On-site monitoring of breakfast is a new requirement this 2016-2017 school year. It is required that the School Food Authority review 50% of sites that offer breakfast every 2 years.	Describe the timeline and plan of when the lunch and breakfast on-site monitoring review will be completed for the 2016-2017 school year. Confirm that all questions on the review form will be answered including question 10 that asks about the meal counts by category and the number of students approved by each category.	

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1000 - Local School Wellness Policy	V-1000	The district's Local School Wellness Policy must be made available to the public. For example, you may consider posting the policy on the district's website. Upon arrival for this on-site Administrative Review, the wellness policy was not readily available to the public. Technical assistance provided and the superintendent has agreed to place the Local Wellness Policy on the website next week after it is approved by the School Board. No further corrective action is required.		
1000 - Local School Wellness Policy	V-1000	Each school within the district is required to assess their progress in implementing the goals written within the Local School Wellness Policy at least once every three years. This assessment must also be made available to the public. Documentation was not available to show that the South Hamilton CSD has completed an assessment on their progress in implementing the goals within their Local Wellness Policy.	Submit a plan and timeline describing when each school in the district will be assessed on their implementation of the Local Wellness Policy and how it will be made available to the public.	
1100 - Smart Snacks	V-1100	The vending machine at the middle and high school contains the G2 beverage. Middle schools are allowed to sell plain water, milk and 100% juice up to 12 ounces in size. Although G2 is approved for 9-12 grade students it is not approved for 7th and 8th grade students. Technical assistance provided.	Confirm that the G2 product will not be ordered and/or made available to the 7-8th grade students. Describe how the School Food Authority will ensure that all beverages sold will meet the Smart Snack requirements for the youngest grade that has access to the product.	
Resource Mgt Comprehensive Review	V-RMCRF	The South Hamilton CSD participates in the DARE program and the visiting police officer is currently receiving a free lunch meal weekly. All visiting adult meals must be charged the School Food Authority's adult meal price of \$3.60 for eating lunch.	Describe how the School Food Authority will begin collecting payment for the DARE officer's weekly lunch meal.	
Resource Mgt Comprehensive Review	V-RMCRF	The 2014-2015 School Food Authority financial report found that the non-program food revenue as a percentage of total revenue is not equal to or greater than the non-program food costs as a percentage of total food costs. Technical assistance provided to the business manager on calculating non-program food revenue and costs.	Recalculate the non-program food revenue and non-program food cost to show that the non-program food revenue as a percentage of total revenue is equal to or greater than the non-program food costs as a percentage of total food costs. If the non-program food revenue is not equal to or greater than the non-program food costs, describe the School Food Authority's plan on how the revenue generated from all non-program food sales will begin covering their costs.	

Site - Level Findings: Jewell Elementary School (0418)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	Although the documentation provided for the review week indicated that all components were provided in their required portions, some of the documentation on the food production records (FPR) for the fruit and vegetable bar was	Submit one week of the fruit and vegetable bar food production records and their corresponding menus. Submit a revised standardized recipe for the chicken ranch flatbread. Describe the School Food Authority's plan on replacing the Frosted Flakes with a whole	

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	<p>incomplete. FPR must contain specific descriptions of fruits and vegetables that are served to show that the vegetable subgroups have been met. For example the fruit and vegetable bar production record states "peppers" which does not make it clear if red or green peppers were served. The K-3 grade fruit and vegetable bar production records also states that tomatoes and lettuce, and celery and carrots were served (same line item). These vegetables belong to different vegetable subgroups and should be documented on separate lines as such or a standardized recipe must be on file to show how much of each vegetable is provided. The fruit and vegetable production records must also include the planned serving size for all products being served. This information was on some of the main production records but it was not clearly indicated for all items. Despite the missing details on the FPR, the School Food Authority was still able to meet all of the daily and weekly requirements.</p> <p>Some of the recipes provided were not standardized recipes as required. The chicken ranch flatbread recipe is not a standardized recipe as it does not include all of the required measurements or portion sizes of chicken and cheese to be used per flatbread. Standardized recipes are required for all items and must include the required items: ingredients, measurements of ingredients, critical control points, serving size, and how one portion contributes to the meal pattern. All grains served through the School Nutrition Program must be whole grain rich. The Malt o Meal Frosted Flakes cereal is not whole grain rich as the first ingredient is milled corn.</p>	<p>grain rich item.</p>	
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Org - Level Technical Assistance

Area	Question	Comments
		<p>Child Nutrition (CN) labels are required to be on file for all commercially prepared combination products. CN labels must be taken directly from the product's box (copy or photo are acceptable if legible) and updated as products change. Some CN labels were not in the approved format. If</p>

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		CN labels are not available the School Food Authority can get a Product Formulation Statement from the manufacturer. Product information statements however, are not acceptable. Technical assistance provided.
		In reviewing the School Food Authority's procurement plan, the Buy American Provision was not available in the written plan as required. Technical assistance provided on this requirement and the purchase procedure requirements.
		Two income applications had invalid case numbers and the students were claimed as free eligible. Technical assistance provided, families were contacted by the School Food Authority and valid case numbers were provided. Students are to remain as free eligible.
1200 - Professional Standards	1206 a. Did Full-Time school nutrition staff, meet the training requirements?	The School Food Authority has not met the training requirements for all staff for the 2016-2017 school year. Full Time nutrition staff, as described as working greater than 20 hours per week in the school nutrition program, still need 2.5 hours of training, part time nutrition staff need 0.5 hours, and the food service manager needs an additional 6.5 hours of training in this school year. Technical assistance provided to Food Service Director on the professional standards requirements. Additional training is planned for January 2017 in order to fulfill the remainder of training hours. Training topics include knife skills, webinars on Iowa Learning Online Professional Development and 2 employees will attend ServSafe training.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements? If NO, identify which elements are missing.	The district has a Hazard Analysis Critical Control Point (HACCP) plan that was recently updated and is available at both schools. The plan did not have a Standard Operating Procedure (SOP) on machine warewashing at a high temperature or on cleaning and disinfecting bodily fluids as required. The following website can be utilized for sample SOPs and other HACCP related information: http://www.extension.iastate.edu/foodsafety/content/haccp-school-foodservice

Org - Level Commendations

Description
CERTIFICATION AND BENEFIT ISSUANCE: The School Food Authority provides families the 30 day carryover of eligibility at the beginning of the school year and extends benefits to all members in the household. The School Food Authority approves income applications within the required 10 days, if not sooner. Free and reduced price benefit eligibility information is limited to a select few staff members. The district ensures that their system is backed up every 4 hours and hard copies of income applications are kept on file. ICAVES is used to determine the eligibility status of applications and error prone applications

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<p>have been marked. Letters of eligibility have been provided to Directly Certified eligible students, free, reduced price and paid students. • Income applications are complete with social security number, staff and parent signatures, and dates. • Correct income guidelines are used to determine eligibility. • All income applications are correctly determined.</p>
<p>CIVIL RIGHTS: The USDA and Iowa Non-discrimination statements are the current statements and are located on program materials. The School Food Authority provides program materials, including the income application, notification letters, and diet modification statements in Spanish. The "And Justice For All" poster is posted in a public location. Civil Rights training was held on 8/18/16 and attended by all employees with responsibilities within the school nutrition program. The Public Release was sent to South Hamilton Record Newspaper on 7/22/16. The South Hamilton CSD has a complaint procedure on file. The School Food Authority uses the diet modification form for any students with special dietary needs. The food service staff work with the families and school nurse to ensure that students with special dietary needs have their needs met. The ethnic/racial form has been completed on time and shows that there was no discrimination when determining the eligibility status of students applying for free and reduced price meals.</p>
<p>COMPETITIVE FOODS: Vending and a la carte foods and beverages sold at the middle and high school have the nutrition calculator printouts on file. All foods sold a la carte and in vending at the middle and high school meet Smart Snack requirements.</p>
<p>FOOD SAFETY: The temperatures of the milk coolers, refrigerators, freezers and dishwasher are monitored, recorded and kept on file for at 3 years plus the current year. The past 2 food safety inspection reports have been posted in a public location. The Hazard Analysis Critical Control Point (HACCP) plan is updated and available at both schools. Good food safety practices were observed while on-site. All products observed in storage comply with the Buy American provision.</p>
<p>MEAL COUNTING AND CLAIMING: During the observed lunch and breakfast, the cashier demonstrated that she was able to recognize a reimbursable meal and redirect students back to the line if they needed additional components. The point of service line was organized and orderly, allowing the cashier to count and claim all students who had a reimbursable meal. All students who were counted and claimed received a reimbursable meal during the observed lunch and breakfast meal. The number of reimbursable meals counted during the observed meals was reasonable when compared with the number of meals claimed during the review month. Edit checks were completed monthly for both the elementary and high school and the numbers on the edit check matched the number of meals submitted on the October claim.</p>
<p>NUTRITIONAL QUALITY AND MEAL PATTERNS: The elementary school cafeteria displayed posters promoting fresh fruits, vegetables and whole grains. A variety of fresh fruits and vegetables are available to students through the daily fruit and vegetable bar and homemade items including bread are frequently on the menu. Breakfast food production records and their supporting documents indicate that all of the daily and weekly required components were met for the grade groups served. The breakfast and lunch observed offered all of the required components to all students. The lunch menu provided to both the K-3rd grade and 4-6th grade students during the review period met all of the daily and weekly requirements, including all of the vegetable subgroups. Breakfast and lunch signage was posted to document what items were being served and how they would constitute a reimbursable meal. Two different, approved types of milk are offered. The food service staff work with the nurse and the families of students who have special dietary needs to ensure that they get the food needed to meet their special dietary needs. A free piece of fruit is offered daily as a snack and is available at both schools to all students. The fruit is provided through donations from community members.</p>
<p>ON-SITE MONITORING: The lunch on-site monitoring form was completed on time for both sites in the 2015-2016 school year.</p>
<p>PROCUREMENT: The School Food Authority has a procurement plan that includes a written code of conduct policy and policy of disciplinary action. Bid documents are on file for the milk and bread vendors and include elements such as the due dates for bids, specifications of products, and description of how the bids will be evaluated. The School Food Authority is aware of their small purchase threshold. The School Food Authority ensures that the vendor complies with what was ordered and what is listed on their contract.</p>
<p>PROFESSIONAL STANDARDS: The Food Service Director is using the Iowa Professional Standards Tracking Tool to track training hours for all staff with school nutrition program responsibilities. Documentation is on file for the training taken by all staff with responsibilities in the school nutrition program. The Food Service Director and the authorized representative have met their professional standards training hours for the 2016-2017 school year.</p>
<p>REPORTING AND RECORD KEEPING: The school nutrition program documents are kept on file for at least 3 years plus the current year.</p>
<p>RESOURCE MANAGEMENT: All expenditures made during the review period were reviewed and allowable. The School Food Authority has a separate financial account for the nonprofit school food service program. Net cash resources do not exceed three months of operating costs. Money is not transferred out of the school food service account to support other programs. The School Food Authority effectively utilizes its USDA entitlement for commodities. The student paid lunch prices meet the price required by the paid lunch equity tool.</p>
<p>SCHOOL BREAKFAST AND SUMMER FOOD SERVICE PROGRAM OUTREACH: The School Food Authority provides outreach for both the School Breakfast Program and the Summer Food Service Program through newsletters and on their website.</p>
<p>SCHOOL WELLNESS POLICY: The school district has a wellness policy which was reviewed within the past 3 years, as required, and will be presented to the board December 2016 for approval.</p>
<p>SPECIAL MILK PROGRAM: - The daily milk counts in the point of service documentation match the number of milks submitted in the October claim. The special milk program point of service counting procedure, as described by the preschool teacher, is appropriate and approved as it yields accurate counts. The documentation for the past 5 days is reasonable when compared to the number of students claimed for milk in October 2016.</p>
<p>VERIFICATION: The verification process and verification report were both completed on time. The correct number of applications were verified (2) and they were picked from error prone applications. The verification documentation submitted by the households was appropriate and approved correctly. There wasn't a change in income eligibility after the family's income was verified. The original eligibility determination on the applications to be verified was confirmed and signed by the confirming official prior to asking families to provide their proof of income. The State Agency approved letters of notification were provided to families notifying them that they were chosen to be verified and the determination of the verification results. The authorized representative, who was responsible for completing verification, took the</p>

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verification webinar on 10/12/16.

WATER: Free, potable water is available to students in the cafeteria at both schools.