

Iowa Department of Education  
 Bureau of Nutrition and Health Services  
 State Review Summary Report  
 St Teresa of Calcutta (61008000)  
 Date of Review: July 30, 2020

**Program Year:** 2020  
**Month of Review:** March  
**Lead Reviewer:** Donna Matlock  
**Org Representative(s):** Heather Bullerman

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	One household's application was not determined correctly. SFA determined benefits based on 4 household members when there is only 3 household members listed on application. This resulted in a decrease in benefits from 'reduced to paid.'	Determining Official will participate in the Application Approval and Direct Certification – Part 1 & 2 webinar at this link: <a href="https://educateiowa.gov/pk-12/nutrition-programs/school-meals/income-eligibility-and-verification">https://educateiowa.gov/pk-12/nutrition-programs/school-meals/income-eligibility-and-verification</a> . <b>State your intentions to do this.</b>	
800 - Civil Rights	V-0800	Training did not occur within the most recent school year, training did not pertain to NSLP/SBP. SFA conducted a SFSP Civil Rights training on May 23, 2019; specific to the SFSP (Summer Food Service Program) only. Training cannot be carried over into the next school year.  Civil rights training is required annually with training specific to	Describe in a plan how the SFA will conduct the civil rights training annually and use the correct training materials specific to each CN program.	

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		<p>different CN (Child Nutrition) programs. <b>Best practice is to conduct the training prior to the startup of school.</b></p> <p>Civil rights training materials are available in "Download Forms" of IowaCNP or on the nutrition website at this link <a href="https://www.educateiowa.gov/pk-12/nutrition-programs/civil-rights-training-child-nutrition-programs">https://www.educateiowa.gov/pk-12/nutrition-programs/civil-rights-training-child-nutrition-programs</a>.</p> <p><i>Topics that must be covered include: Collection and Use of Data, Effective Public Notification Systems, Complaint Procedures, Compliance Review Techniques, Resolution of Noncompliance, Requirements for Reasonable Accommodations of Persons with Disabilities, Requirements for Language Assistance, Conflict Resolution, and Customer Service.</i></p>		
1000 - Local School Wellness Policy	V-1000	<p>The most recent assessment of the LWP (Local Wellness Policy) was not submitted.</p>	<p>The most recent assessment of the local wellness policy must be made available to the public.</p> <p>Submit the schools plan on how it will conduct an assessment on the implementation of the LWP (Local Wellness Policy) goals by June 30, 2020. <i>USDA recently initiated a waiver for SFAs to complete the triennial assessment by June 30, 2021.</i></p>	

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			<i>USDA requires SFA's to review the policy and conduct an assessment every three (3) years to be compliant.</i>	
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**Site - Level Findings: St Teresa of Calcutta - Ossian (8105)**

<b>Area</b>	<b>Findings ID</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>	<b>Corrective Action Response</b>
400 - Meal Components and Quantities - Breakfast	V-0400	Through numerous emails the SA has requested copies of the FPRs (Food Production Records) and USDA Certification worksheets to verify breakfast menu; but SFA has not provided documentation to SA.	Submit to SA the <b>breakfast</b> FPRs and certification worksheet for the week of March 2nd - 6th, 2020.	
400 - Meal Components and Quantities - Lunch	V-0400	Through numerous emails the SA has requested copies of the USDA Certification worksheets to verify the lunch menu and FPRs; but SFA has not provided documentation to SA.	Submit to SA a copy of the USDA <b>Lunch</b> Certification worksheet for the week of March 2nd - 6th, 2020.	
900 - SFA On Site Monitoring	V-0900	The on-site review of the meal counting and claiming procedure for the Calmar site was not completed prior to February 1st.	In the future if the SFA is unable to complete the on-site review of meal counting and claiming procedures an extension will be requested from the State Agency. State your intention to do this step, if applicable.	
1400 - Food Safety	V-1400	SFA did not provide SA with documentation showing SFA requested first and second health inspections during the 2019-2020 school year. The most recent health inspection conducted on 7/9/19 was for the SFSP.	For the CA (Corrective Action) response, contact your Health Inspector and request an inspection. Submit documentation of the request.	

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**Org - Level Technical Assistance**

Area	Question	Comments
600 - Dietary Specifications and Nutrition Analysis	600 Based on the results of the Meal Compliance Risk Assessment tool, what site has been selected for the targeted menu review?	<p>SA requested a number of times via email and provided SFA with the USDA Certification Worksheets as attachments for the FSD to complete and return to the SA, including breakfast FPRs.</p> <p>SA also provided SFA with the FPR excel template for use and template shows lunch FPRs was uploaded for the audit but not for breakfast.</p>
1200 - Professional Standards	1217 a. Please describe the frequency (i.e. annually, quarterly, monthly etc.) in which training hours are being tracked. (i.e. entered into a tracking mechanism.)	SA provided the SFA with the Iowa excel worksheet template for tracking all staffs training where this tool is formulated to track total hours and keep tracking simpler.

**Site - Level Technical Assistance St Teresa of Calcutta - Ossian (8105)**

Area	Question	Comments
Dietary Specifications Assessment Tool - Lunch	19 Standardized recipes are followed: all ingredients are weighed or measured with standardized weight or measuring utensils.	<p><b>REPEAT TA</b> (Technical Assistance): Last AR (Administrative Review) 2016-2017, SA discussed the purpose in standardized recipes and shared resources to standardized recipes.</p> <p>FSD provided 2 recipes for entrees listed on the menu for the week of March 2nd - 6th, 2020 that are not standardized. The recipes do not provide CCP/HACCP information on one recipe, component contributions, or serving portions.</p> <p>SA provided FSD with USDA standardized recipes that are very similar to the entrees made for meals via</p>

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		<p>email. Shared the importance of standardized recipes where the yield, serving sizes, component contributions, and product quality will be produced every time recipe is used.</p>
<p>Dietary Specifications Assessment Tool - Lunch</p>	<p>24 Students are offered salt:</p>	<p><b>REPEAT TA:</b> Last 2016-2017 AR, SA (State Agency) observed students request and receive the salt shaker from cooks.</p> <p>SA is providing TA again as a reminder that '<b>salt</b>' is <b>not allowable</b> in CNP (Child Nutrition Programs). USDA requirements are based on US Dietary Guidelines.</p> <p>The dietary specifications assist schools with daily/weekly sodium averages to help reduce sodium content within foods by using herbs and promote the health and wellness of children. SFA needs to reference the Local Wellness Policy on how this may apply to or affect specific goals set by the school.</p>

**Org - Level Commendations**

<b>Description</b>
<p>• Benefit documents, as well as all paperwork, were very well organized. • The current application form and guidelines were used, direct certification is downloaded twice a month as required, benefits are accurately and frequently transferred to the POS system, and denied applications were correctly determined. • The correct and current benefit issuance list was available. • All applications were signed and dated by the household member and the SFA, were complete with SSN's and case numbers, and all applications were determined within ten days. • Income was only converted to annual when there was more than one frequency of income. • Access to benefit information is correctly limited. • Free meals are extended to all members in the household. • Eligibility is kept confidential. • The SFA has a back-up system for benefit issuance documents and system.</p>
<p>• Meal counts totals for the month of March were accurate and complete. • Point of Service (POS) counts and filed claims appear accurate. • A copy of the district's public release was on file, documenting that it was submitted to local media. • Ethnic/racial information is collected and the form is completed.</p>

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• The correct number of applications were verified and were correctly selected from error prone applications. • All income sources were verified with at least one month's income, and the process was completed on time. • The application(s) selected for verification were confirmed prior to verification. • The SFA had at least one person attend training. • The verification report was completed accurately and on time.

• The district has a current wellness policy on file. • The SFA's wellness policy was reviewed and revised. • There are guidelines for foods sold on the campus and goals to promote student health, nutrition promotion, nutrition education, and physical activity. • The wellness policy are available to the public via school website.

• The Resource Management section of the Off-Site Assessment tool was completed on time. • Financial records that were reviewed, indicated appropriate and allowable expenditures. The district has a sufficient system of safeguards and accountability practices in place to ensure the safety of the account. • There were no unresolved findings from the previous Administrative Review or from a state audit. • The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months. • Money is not transferred out of the account to support other programs. • The SFA effectively utilizes its USDA entitlement for commodities. • Reports are filed on time, and all records are maintained for at least three years plus the current year. • The SFA developed and approved a meal charge policy. The policy was mailed (emailed) to all households and staff were informed of the policy. The policy states that students who qualify for free meals shall never be denied a reimbursable meal.

• The staff training agenda covered many important topics and shows a commitment to ensure food program compliance. • All nutrition staff have met required training for Professional Standards. • School Breakfast Program (SBP) outreach was sent out at the beginning of the year to inform families of the availability of the program. • Reminders of the SBP were also sent out throughout the school year. • Outreach included announcements, newsletters, the school website, posters, etc. • Summer Food Service Program, SFSP, outreach was sent out to families at the end of last school year to inform the families of the availability and location of free meals in the summer. • The information was shared via websites, lunch menus, newsletters, phone calls, flyers, etc.