

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Trinity Catholic School (65098109)
Date of Review: June 23rd – 29th, 2020

Program Year: 2020
Month of Review: February
Lead Reviewer: Donna Matlock
Org Representative(s): Jerry Brown

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	One household application is missing the 4 digit social security number.	Describe in a plan how SFA will ensure all required information is on income applications.	

Site - Level Findings: Trinity Catholic School (8109)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
200 - Verification	209 Based on the review of verified applications:	SFA determined family's income using the payment frequency "biweekly" but the household indicated income as "twice monthly." Family benefits remain denied/paid.
700 - Resource Management		SA recommends SFA purchase NSLP food items separately from personal purchases. As best practice this will establish stronger internal controls for purchases made separately and ensuring food and

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		supplies are allowable, reasonable and necessary items for the NSLP program.
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Site - Level Technical Assistance Trinity Catholic School (8109)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	<p>The planned menu from the review period did not meet the required minimum and maximums.</p> <ol style="list-style-type: none"> 1. FSD entered the weekly menu on the lunch certification worksheet for K-5 and should be K-8. SA completed the K-8 worksheet for SFA. 2. Some component contributions were incorrect - FSD counted refried beans toward M/MA and Bean/Legume vegetable subgroup. Beans may only be counted toward one component within the same meal, not both. 3. Wednesday menu offered a Smucker sandwich as an alternate entree which was not included in worksheet. 4. Mondays cookie is 1 oz. equivalent per PFS (Product Formulation Statement), FSD has it listed on FPR and worksheets as .75 oz. 5. California blend vegetables were counted toward DG (dark green), RO (red/orange), and O (Other) vegetable subgroups which should be counted towards "Other" only. Due to this error, the RO vegetable subgroup resulted in a shortage by 1/8 cup for the week. When the package indicates a percentage toward vegetable subgroups, then the amounts will apply directly to different subgroups.
Dietary Specifications Assessment Tool - Lunch	12 Grain-based desserts such as doughnuts, pastries, cakes, and cookies are limited to 2 oz. eq. per week or less for LUNCH. If grain-based desserts are not offered, then select the "N/A"	All desserts must be grain based and not exceed 2 ounces per week. If a dessert is not grain based, then the dessert is considered extra which must be counted

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	dropdown response.	toward calories, saturated fats, and sodium.
Dietary Specifications Assessment Tool - Lunch	16 Fat is drained from browned meats and poultry and/or fat is skimmed from broths, soups, stews, or gravies and/or skin is removed from poultry or skinless poultry is used. If browned meats and poultry are not offered, then select the "N/A" dropdown response.	FSD answered question NA. Draining fat from browned meats, skimmed from soups/broth will reduce calories and saturated fats which improves nutritional content of food.
Dietary Specifications Assessment Tool - Lunch	25 Larger portions and/or bonus items and/or seconds are offered (offering portion sizes that are inconsistent with the planned menu). Entrées sold a la carte are exempt.	Serving larger portions or extra food without charge is not allowable. All extra portions must be charged as a la carte to recoup food costs. A la carte is considered non-program food and SFA is currently accruing 13% revenue from 16% food costs which does not adequately contribute to the <i>total</i> revenue.

Org - Level Commendations

Description
<ul style="list-style-type: none"> • Meal count totals for the month of February were accurate and complete. • Point of Service (POS) counts and filed claims appear accurate. • Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. • Food Production Records (FPRs) were on file for all meals claimed for reimbursement for the review period.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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 correctly determined, signed and dated by the household member and the SFA, 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.
<ul style="list-style-type: none"> • The district has a current wellness policy on file. • The SFA's wellness policy was reviewed and revised on April 11, 2019. • 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 and the most recent assessment of the policy are available to the public via website. • The SFA completed an assessment of their wellness policy on April 11,

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2019. • The following individuals’ students, parents, food service, teachers, administration are involved in reviewing and updating the LWP. • Potential stakeholders are made aware of their ability to participate on the wellness committee, and all required stakeholders participated.

• The Food Service Director (FSD) does a great job of menu planning and offering choices. The numerous choices increases participation and provides opportunities for each child to find meal components for lunch that they will eat. • Menus met weekly and daily meal pattern requirements for each age/grade group within the district and within each building. Documentation indicated that foods purchased and food production ensured meals contained the required components and quantities. CN labels and Manufacturer’s Statements, as well as nutrition facts and ingredient labels used for producing meals were on file. • A variety of entrees, fruits, and vegetables were offered throughout the review period for lunch, and included many fresh fruits and vegetables. Daily multiple choices of fruits and vegetables encourages student consumption. • Menus included many homemade entrees, and standardized recipes are used for food production. • At least two types of milk are offered. • Nutrient analysis was not required.

• 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. • The SFA has a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for reviewing, documenting and monitoring procurement events, and specifications were well-written and comprehensive. • The SFA also has a written Code of Ethics/Conduct which includes conflicts of interest, accepting items of monetary value, disciplinary actions, and checks and balances. • Money is not transferred out of the account to support other programs. • The SFA effectively utilizes its USDA entitlement for commodities. SFA utilized 100% of PAL dollars. • Reports are filed on time, and all records are maintained for at least three years plus the current year.

Site - Level Commendations Trinity Catholic School (8109)

Description
<p>• Annual civil rights training was provided to food service staff and documented. • A copy of the district’s public release was on file, documenting that it was submitted to local media. • The district has taken reasonable steps to ensure that students with special dietary needs are adequately accommodated and that proper documentation is on file. • Ethnic/racial information is collected and the form is completed.</p>
<p>• The Food Service Director completed the USDA menu worksheets for the week of February 3rd-7th, 2020, for lunch at the Trinity Catholic School. The worksheets showed the serving portions and component contributions meeting the meal pattern. • The Food Service Director also completed the Dietary Specifications Assessment tool for breakfast and lunch which indicated that Trinity Catholic School is at low risk for (non)compliance with Dietary Specifications regulatory requirements. • Some practices that help improve the nutrition quality of the school meals include: only using low-fat or fat-free milk for student consumption and in menu recipes, controlling the portion sizes of condiments, offering some reduced-fat, low-fat and fat-free salad dressings, using frozen vegetables in place of canned, limiting grain-based desserts to no more than 2 oz. eq. per week and draining fat from browned meats.</p>
<p>• 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 in SY 2019. • Creative training is provided, including individuals completing self-directed short lessons to webinars to in-person training. • A training spreadsheet documents and tracks training.</p>

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