

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Youth Homes Of Mid-America (32318000)
June 26 – 28, 2017

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

Site - Level Findings: Ross Campus (8601)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	During the review period, menus, food production records, and supporting documents show that 1/2 cup fruit and 1 cup of juice is served on most days. On the weekend, the breakfast food production records did not show that fruit, other than juice, was available. The requirement states that only 50% of fruit offered can come from juice and currently more than 50% of the fruit offered at breakfast is juice. Technical assistance provided.	Describe how the SFA will ensure cottage staff (including weekend staff) only offer 50% of the fruit from juice. Submit a copy of food production records to show that juice only contributes to 50% of the fruit serving.	
400 - Meal Components and Quantities - Lunch	V-0400	The standardized recipes, CN labels and food production records show that the hot ham and cheese sandwich did not provide 2 oz meat/meat alternate. During the week of review there was no documentation to show that the SFA offered the bean/legume vegetable subgroup when 1/2 cup is required per week. Technical assistance provided.	Revise and send a copy of the standardized recipe for the hot ham and cheese sandwich to show that it provides 2 oz meat/meat alternate. Revise and send a copy of the menu for this week of cycle menus to show that all vegetable subgroup requirements have been met.	
1400 - Food Safety	V-1400	Every SFA is required to have a Hazard Analysis Critical Control Point (HACCP) food safety plan onsite that provides detailed standard operating procedures for the flow of food. Technical assistance provided to the FSD.	Submit a copy of the SFA's HACCP Plan table of contents and a timeline of when the HACCP Plan will be completed.	

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1700 - Afterschool Snack	V-1700	The production records available for the snack do not contain the serving sizes being served for each menu item. The food items served are packaged items and SA was able to verify that the packages of snack in storage met meal pattern requirements. The records do show that 2 different menu components were being served for each snack. There were records that showed non-creditable items being served such as fruit snacks and popcorn, which do not credit as any of the required menu components and cannot be counted as a reimbursable snack. Technical assistance and the afterschool snack handbook provided.	Send one week of the food production records for the afterschool snack program that show serving sizes of the creditable menu items provided to students. Describe the process that will be implemented to ensure that only creditable foods are served during the afterschool snack program by cottage staff.	
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Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
700 - Resource Management	V-0700	PROCUREMENT: All SFAs are required to have a procurement plan that provides details on the purchasing methods used when using program funds, the code of conduct, management of the contract, and bid documentation. Technical assistance provided on the procurement regulations including small purchase threshold, code of conduct, formal and informal purchasing methods, bid documentation and the procurement plan template.	Submit a copy of the procurement plan that will be used for the 2017 - 2018 school year.	
800 - Civil Rights	V-0800	All program materials must include the Federal and Iowa non-discrimination statements. The menu posted in the cottages did not contain the statement. If the full statement will not fit on a hard copy form, the abbreviated statement can be used. The most current non-discrimination statement can be found here: https://www.educateiowa.gov/pk-12/nutrition-programs#Federal_Civil_Rights_Statement	Submit a copy of the menu for one week that contains the non-discrimination statement.	

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900 - SFA On Site Monitoring	V-0900	On site monitoring is required to be completed for 50% of sites that serve breakfast every 2 years. The onsite monitoring form is available in Download Forms. Technical assistance provided.	Submit a copy of the completed onsite monitoring form for 3 (50%) cottages that serve breakfast.	
1000 - Local School Wellness Policy	V-1000	The SFAs wellness policy does not contain all of the required elements and has not been updated in the past 3 years. The SFA does not have a wellness committee and no assessment of the policy's implementation as been conducted. The SFAs current school wellness policy does not contain the following required goals: nutrition promotion, other school based activities that promote wellness, standards for foods and beverages made available (not sold), or food and beverage marketing. The policy must be reviewed and updated at least once every 3 years and the implementation of the policy goals must be assessed at least once every 3 years. The policy and assessment must be made available to the public. Schools are also required to have a wellness committee that is made up of a variety of stakeholders including students, PE teachers, administrators, school health professionals, school board members and food service staff. Technical assistance provided along with the wellness folder of resources.	Describe when the SFA will update the wellness policy to include all required elements and when the implementation of the policy goals will be assessed. Describe how the SFA will invite the required stakeholders to participate in a wellness committee meeting and when the 1st meeting will take place.	
1200 - Professional Standards	V-1200	Food service directors are required to have 12 hours of professional standards training annually in addition to 8 hours of food safety training every 5 years. In the 2016-2017 school year the food service director did not receive the 12 hours of training. Technical assistance provided.	Describe how the food service director will get her 12 hours of training during the 2017-2018 school year. Include a timeline and training topics.	
1200 - Professional Standards	V-1200	The authorized representative and non-nutrition staff that serve the afterschool snack and breakfast in the cottages are required to have 4 hours of school nutrition	Describe how the authorized representative will receive the 4 hours of training during the 2017-2018 school year. Describe how the staff serving snack and	

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		program training annually. The documentation for the 2016-2017 school year indicate that the training requirements were not met. SFAs must also track the training hours received by all employees with school nutrition responsibilities. No tracking tool is currently being utilized. Technical assistance provided.	breakfast will receive their 4 hours of training in the 2017-2018 school year. Descriptions should include an estimated timeline and topics that staff will be trained on. Submit the tracking tool that includes all staff names that will be used in the 2017-2018 school year.	
2100 - Special Provision Options	V-2100	The SFA has been participating as a provision 3 school. Upon request of their base year records, SA discovered that neither the free and reduced price meal eligibility documentation roster (or free and reduced price applications) for the base year nor the lunch counting roster for May 2005 was available. In order to administer provision 3 the SFA must maintain all base year documentation. Since the SFA was missing some base year documents, they SFA is required to go off provision 3 and begin tracking the eligibility status of students and meal counts for all meals claimed. Technical assistance provided.	Submit a copy of the free and reduced price meal eligibility documentation roster for all residents being counted and claimed (see Download Forms) in July 2017. Submit a copy of the lunch, breakfast and snack rosters that have been implemented.	

Org - Level Technical Assistance

Area	Question	Comments
800 - Civil Rights	806 a. When was the SFA's most recent civil rights training for staff who interact with program applicants or participants (i.e., cafeteria staff, F/R application approval staff) and their supervisors?	The civil rights training provided to staff and taken by the food service director was not specific to child nutrition programs. A civil rights training specific to child nutrition programs is available under Download Forms. A webcast that may be beneficial for the cottage staff is available on the IDOE website. Technical assistance provided.
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.	SFAs are required to inform families about the availability of the Summer Food Service Program even if they do not offer the program themselves. Outreach materials can be found at the IDOE website https://www.educateiowa.gov/pk-12/nutrition-programs-0#Promotional_Resources SFA is encouraged to include outreach materials in their discharge packet.

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Site - Level Technical Assistance Ross Campus (8601)

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	403 a. Was fluid milk available in at least the two required varieties throughout the serving period on all meal service lines?	Two different types of milk are required to be offered at both breakfast and lunch. During the breakfast observation, only one type of milk (1% white) was available to students. The SFA purchases two different types of milk (skim and 1%) however, only one is available for students at breakfast. Technical assistance provided.
400 - Meal Components and Quantities - Breakfast	404 a. Is there signage explaining what constitutes a reimbursable breakfast to students?	
1300 - Water	1300 Is free potable water available to all students for lunch (in each location where lunches are served during the meal service) and for breakfast (when breakfast is served in the cafeteria)?	There is a water fountain available for students in their cottages where they eat breakfast. There aren't any cups available and SA encourages the SFA to place cups near the water fountain in case a student would like to have water to drink with their meal.
1400 - Food Safety	1403 a. In the comments section, list the dates of the two (2) most recent food safety inspections.	The SFA is required to have a food safety inspection twice a year and to have the food safety inspection report posted in a public location. There was one inspection conducted in the past year and the SFA did not email DIA to request a 2nd inspection. The SA provided technical assistance on requesting 2 food safety inspections annually and posting the report in a public location.
1400 - Food Safety	1409 a. Did any review of products indicate violations of the Buy American provision in 7 CFR 210.21(d) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable? If yes, proceed to b, if no proceed to next question.	The tuna found in storage was processed in the Philippines. A USA processed product is available through USDA foods. Technical assistance provided.

Org - Level Commendations

Description
AFTERSCHOOL SNACK PROGRAM: The afterschool care snack program had documentation on file that shows the majority of snacks served (all but 17 in May 2017) contained the required menu components. - An educational or enrichment activity was provided to students in addition to their snack. - The on-site monitoring form was completed for the snack program.
CIVIL RIGHTS: - The "And Justice For All" poster is on display in the cottages where breakfast and snacks are served as well as in the lunchroom cafeteria. - The SFA works to meet the needs of students with special dietary needs. - Documentation was provided to show that civil rights training was provided to staff.

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FOOD SAFETY:The food service director is ServSafe certified. - The food service director monitors and records the temperatures of all cooling equipment and food. - The food service director exhibited good food safety practices by wearing a clean apron, hairnet and gloves while preparing and serving foods.

Nutrition Quality and Meal Pattern Requirements: - During the review period, the lunch menu and supporting documents show that all menu components were served, and that daily and weekly requirements were met for milk, fruit, grains, dark green, red/orange, starchy and other vegetable subgroups. The weekly requirements were met for meat/meat alternate. - During the review period, the breakfast food production records show that all menu components were served. - The observed lunch and breakfast meals provided all of the menu components in their required serving sizes. All students received a reimbursable meal. - CN labels and standardized recipes were on file for all combination products served. - 2 different types of milk were made available to students at lunch. - All grains served during the review period and during the observed meals were whole grain rich. - Daily, dated food production records were available for all breakfast and lunch meals claimed and they contained all of the menu components served, including condiments. - The SFA strives to work with students who have special dietary needs. - The SFA controls the portion of condiments and serves fat free dressings and light mayo. - The SFA offers a fruit and vegetable bar at lunch daily that provides a variety of fresh fruits and vegetables in addition to a variety of homemade entrée options throughout the week. - Water is made available to students during meals through a water fountain at breakfast and pitchers of water with glasses on all tables at lunch. - Signage is posted that describes a reimbursable meal.

PROFESSIONAL STANDARDS: - Training documentation is available to show the training received by the food service director and non-nutrition program staff. - The food service director received her ServSafe certification.

Provision 3 claiming: The claiming procedure utilized not is the same procedure implemented from the base year. The claim information with the utilization report was on file for the review period.

RECORD KEEPING: The SFA keeps records for 3 years plus the current year.

SCHOOL WELLNESS:- The SFA has a wellness policy on file. The SFA does not provide the opportunity for students to purchase any additional foods during the defined school day.