

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**Garner-Hayfield-Ventura Community School District (24030000)**  
**Date of Review: February 4<sup>th</sup> – 7<sup>th</sup>, 2020**

**Program Year:** 2020  
**Month of Review:** January  
**Lead Reviewer:** Donna Matlock  
**Org Representative(s):** Tyler Williams

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	<p>Two household applications were missing the 4 digit social security numbers.</p> <p>The "Administrative Use Only" section was not fully completed - missing Determining Officials signature; did not indicate steps in Annual Income Conversion methods, or Household Size to show SA how benefits were determined.</p>	Describe how the SFA will ensure all applications include the 4 digit social security number, and ensure the application is completed fully by the SFA.	
200 - Verification	V-0200	<p>Q207F: The verified applications on file do not match the number reported on the most recent FNS-742. The discrepancies were: SFA verified two (2) too many applications. SFA was required to verify only 2 applications instead of four (4) applications.</p> <p>This is the secretary's first year</p>	Q207CA: The SFA will attend or view the verification webinar.	

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		conducting verification. The secretary misunderstood how to use JMC software in selecting error prone applications by using 2 different reports (random & error prone) set up in JMC.		
200 - Verification	V-0200	Q208aF: The SFA did not provide documentation demonstrating that a confirmation review had occurred. SA discussed the purpose of confirmation and the process required prior to notifying the household to be verified.	Q208aC: State your intentions to provide documentation demonstrating that a confirmation review occurred.	
200 - Verification	V-0200	Q209cF: The application(s) selected for review were incorrectly verified.	Q209cC: Identify who will attend the SAs (State Agency) Income Eligibility Webinar.	
200 - Verification	V-0200	Q211F: The verification notification letter that the SFA provided does not include the required information. SFA uses the JMC software letter that has not been approved by the SA. SA showed the SFA where the SA prototype template letters in IowaCNP under Download Forms.	Q211C: Send a copy of your JMC letter to the SA for approval or send a copy of your revised verification notification letter.	
700 - Resource Management	V-0700	SFA's received findings from an audit ending June 30th, 2018, which stated the district had an Interfund loan from the general fund into the nutrition fund. This was not approved by the board and a	Describe in a plan how and when the Interfund loan will be repaid.	

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		<p>provision for interest was not included in the resolution authorizing the Interfund loans.</p> <p>The loans were not repaid by October 1 of the fiscal year following the fiscal year in which the loan occurred. For loans unable to be repaid, the District did not follow the remedies available under Chapter 74, 278.1(5) or 24.22 of the Code of Iowa.</p> <p>SFA is still repaying the Interfund load and hopes to have it repaid by the end of the current school year 2019-2020. Current amount to repay is \$11,112.17.</p>		
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**Site - Level Findings: Garner-Hayfield-Ventura Junior High (0218)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	<p>Minimum daily requirement of Grains, Meat/Meat Alternates, did not meet the requirements for the age/grade group being served.</p> <p>Alternate entrees are short on grains and meat/meat alternates when calculated in certification worksheets.</p>	Submit one week of FPR's showing the grain & M/MA component contributions for the alternate entrees or certification worksheets showing meal pattern and quantities are met.	

**Org - Level Technical Assistance**

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Area	Question	Comments
100 - Certification and Benefit Issuance	132 Does the direct certification list utilized by the SFA:	SFA was not downloading and importing the correct format for JMC to capture the "Other Free & Other Reduced" benefits. SFA was having to manually enter into the software. SA walked through JMC and the DE Portal for DC (direct certification) for the correct DC format list which is compatible to JMC.
1000 - Local School Wellness Policy	1003 a. Who is involved in reviewing and updating the Local School Wellness Policy?	SA discussed with SFA the importance of including students on the committee. Students are involved with wellness goals but need to be involved with committee.
RMCR - Nonprofit School Food Srvc Acct	2 If Yes, were general funds transferred into the account to cover the entire deficit?	SA discussed with SFA that all Interfund loans must be approved by the IASB before funds can be borrowed. The loan occurred 4 years and SFA has been slowly repaying the loan. SA recommends contacting the Department of Education Finance officials for further guidance.

**Org - Level Commendations**

Description
<ul style="list-style-type: none"> <li>• Benefit documents, as well as all paperwork, were very well organized.</li> <li>• 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.</li> <li>• The correct and current benefit issuance list was available.</li> <li>• Income was only converted to annual when there was more than one frequency of income.</li> <li>• Rollover applications were removed if the household did not apply within thirty days of the school year.</li> <li>• Access to benefit information is correctly limited.</li> <li>• Free meals are extended to all members in the household.</li> <li>• Waivers are provided to applicants and indicate specific fees.</li> <li>• Eligibility is kept confidential.</li> <li>• The SFA has a back-up system for benefit issuance documents and system.</li> </ul>
<ul style="list-style-type: none"> <li>• Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of January were accurate and complete.</li> <li>• Point of Service (POS) counts and filed claims appear accurate.</li> <li>• Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation.</li> <li>• Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period.</li> <li>• Cashiers are trained, and daily edit checks are performed.</li> <li>• All students selected a reimbursable meal without having a prompt to select a ½ cup of fruit or vegetable as one of the three required components.</li> </ul>

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• The district has a current wellness policy on file. • The SFA’s wellness policy was reviewed and revised on 3/12/2018. • 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 district website. • The SFA completed an assessment of their wellness policy on 11/6/2019. • Potential stakeholders are made aware of their ability to participate on the wellness committee.

• 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. • The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating months. • No indirect costs are charged to the food service program. • 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.

**Site - Level Commendations Garner-Hayfield-Ventura Junior High (0218)**

**Description**

• All meal components were available at the beginning of meal service on the days of observation and throughout meal service. • Free potable water is available to all students for lunch and for breakfast. • Offer vs. Serve (OVS) was being implemented properly. All students observed selected ½ cup of fruit and/or vegetable. Students have the option to decline any one or two of the five components. • At least two types of milk are offered. • Many low fat and low sodium food items were observed in storage. • Students had sufficient amount of time to eat after receiving meals. • Signage was posted explaining what constitutes a reimbursable meal at both breakfast and lunch. A monthly menu is also posted. • Food service staff was polite and respectful to students, other staff, and each other. • Nutrient analysis was not required.

• The “And Justice for All” civil rights poster was posted in the cafeteria. • 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. • No discrimination was observed.

• The district has Grab and Go breakfast is provided which increases participation. • Signage was posted explaining what constitutes a reimbursable meal. A monthly breakfast menu is also posted. • Offer vs. Serve, OVS, was correctly implemented. Students have the option to decline any one of four items offered at breakfast. • Students have a variety of meal components to select at breakfast. Students have a daily choice of a hot or cold breakfast.

• The Food Service Director completed the USDA menu worksheets for the week of January 13-17, 2020, for breakfast and lunch at the middle school. • The Food Service Director also completed the Dietary Specifications Assessment tool for breakfast and lunch which indicated that the middle 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.

• The SFA has a district-wide written Food Safety plan that includes all required elements. A copy of the written plan was available at the site(s) reviewed, and Standard Operating Procedures, SOPs, have been implemented in each kitchen. • The latest Health Inspection Report was posted in a publicly visible location. • Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, dishwasher, and thermometer

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calibration. • The kitchen and storage areas were orderly and clean. • Food Service workers wore proper hair restraints and practiced good gloving procedures. • Good food safety procedures were observed.

• The staff training agenda covered many important topics and shows a commitment to ensure food program compliance. • All nutrition staff have obtained the required training for SY2020.