



**BILL HASLAM**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**LYLE AILSHIE**  
INTERIM COMMISSIONER

January 30, 2019

Dr. Robert Brown  
Lakeway Christian Schools  
260 Jacobs Road  
Morristown, TN 37813

Dear Director Brown:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Lakeway Christian's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 19, 2018, with the exit date of March 21, 2018. The summary includes the identified findings and the corrective actions required.

District responses and supporting documentation of corrective actions are required for all findings, and findings must be corrected district wide. The School Nutrition Program director will provide the responses to the findings via the Tennessee: Meals, Accounting, and Claiming (TMAC) system in the "Compliance" section, as discussed with the lead reviewer. Technical assistance areas do not require responses; these suggestions are only to help the system improve the program. They are also available in the "Compliance" section in TMAC.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than May 24, 2018. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. If there are no errors or points of disagreement, please be mindful that refusal or failure to comply with the required, corrective actions within the allotted timeframe may result in potential fiscal action.

Upon receipt of Lakeway Christian's documented corrective action, the Tennessee Department of Education will determine whether the documentation is complete and resolves the findings identified. Once the department approves the corrective actions, your district will receive a closure letter closing the review within 30 calendar days.

If you have any questions or concerns, please contact our office at (800) 354-3663.

Sincerely,

Sandy Dawes  
State Director  
School Nutrition Program

**Lakeway Christian Schools (P250)**

**Review ID: 1483**

**Exit Conference Date: 3/21/2018**

Review Year: 2018

Month of Review: February

Lead Reviewer: Leslea Colquitt

Area	Findings ID	Finding Description	Required Corrective Action
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**SFA - Level Findings**

100 - Certification and Benefit Issuance	V-0100	When processing free and reduced applications, the school food authority (SFA) did not annualize income when the household listed multiple frequencies.	Develop a plan to ensure applications with different income frequencies are converted to a yearly income, using the correct conversion factors. Upload the plan that outlines how this process will be completed for future applications.
200 - Verification	V-0200	One extra application above the calculated sample size was verified.	Develop a plan to ensure the correct number of applications are verified in subsequent school years. Upload the plan that outlines how this process will be completed for the 2018-19 school year.
200 - Verification	V-0200	The verifying official and confirming official were the same person.	Designate a new verifying official, and revise the SFA application to identify this change.
200 - Verification	V-0200	A confirmation review of each approved application selected for verification was not conducted.	Develop a plan to ensure the initial determination of each approved application chosen for verification is accurate. Upload the plan that outlines how this process will be completed for the 2018-19 school year.
200 - Verification	V-0200	The verification notification letter did not provide a means for households to contact the SFA by phone at no charge.	Revise the verification notification letter so that households are aware they can contact the SFA at no charge. Upload the updated letter to demonstrate compliance.
200 - Verification	V-0200	The adverse action letter did not inform households of the appeal timeline.	Revise the adverse action letter so that households are aware they have ten calendar days to file an appeal. Upload the updated letter to demonstrate compliance.

200 - Verification	V-0200	The verification process was not completed by November 15 <sup>th</sup> .	Develop a plan to ensure verification is completed by November 15 <sup>th</sup> in subsequent years. Upload the plan that outlines how this will be completed for the 20185-19 school year.
300 - Meal Counting and Claiming	V-0300	The SFA did not have a written meal charge policy in place at the beginning of the school year. A policy was approved on March 9, 2018, but the communication requirements were not met.	Develop a plan to ensure the policy is provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. Upload the plan that outlines how this will be completed for the 2018-19 school year.

**Site - Level Findings: Cornerstone Academy (9010)**

1400 - Food Safety	V-1400	The SFA was not completing temperature logs.	Train staff on proper completion of temperature logs, and upload two weeks of completed temperature logs to demonstrate compliance.
1400 - Food Safety	V-1400	Non-domestic food items were used without documentation that the food items were unavailable domestically or that the domestic items were substantially higher in cost.	Contact the food vendor and obtain documentation that satisfies the Buy American provision or procure domestic alternatives. Upload the documentation from the vendor or invoices showing domestic alternatives were ordered.