



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

CANDICE MCQUEEN
COMMISSIONER

February 1, 2017

Mr. Jason Roufs, Director
Academy for G.O.D
401 Center Street
Old Hickory, TN 37138

Dear Mr. Roufs:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Academy for G.O.D's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 23, 2017 with the exit date of January 26, 2017. 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 for Academy for G.O.D shall be documented, supported, and listed in the "Compliance" section in TMAC no later than February 24, 2017. 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 Academy for G.O.D'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 Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

Academy for G.O.D (P021)

Review ID: 1155

Exit Conference Date: 1/26/2017

Review Year: 2017

Month of Review: December

Lead Reviewer: Peter McNeilly

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

800 - Civil Rights	V-0800	The SFA did not have the appropriate non-discrimination statement on appropriate program materials. Some program materials have the old non-discrimination statement at the bottom of the document where as some documents do not have the statement at all.	<p>Ensure that all materials related to school nutrition have the correct non-discrimination statement.</p> <p>Upload a menu and other documentation examples with the correct non-discrimination statement at the bottom.</p>
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Site - Level Findings: Academy for G.O.D (0001)

1700 - Afterschool Snack	V-1700	The SFA had not performed the on-site monitoring for after school snack within the first 4 weeks of operation.	<p>Complete the on-site monitoring form for after school snack in the next 30 days.</p> <p>Upload the completed onsite monitoring form to demonstrate compliance.</p>
300 - Meal Counting and Claiming - Breakfast	V-0300	The SFA did not have the correct counting form available due to the normal person who counts meals being out sick. The person who did the counting for breakfast on the day of meal observation used tally marks to count the students because there were not any meal counting sheets or back up rosters available to use during meal service.	<p>Create a written procedure to ensure that there are back up meal counting materials in the event that the expected staff is out of the building.</p> <p>Communicate the procedure to relief staff.</p> <p>Upload written procedure and communication to staff to demonstrate compliance.</p>
300 - Meal Counting	V-0300	The meal counting sheets added up to a different number	Create a tool and a written procedure to ensure a second check of meals counts is

and Claiming - Breakfast		then what was entered on the December claim. The SA calculated 294 where the SFA entered 295.	implemented before counts are entered into TMAC. Upload the written procedure and the tool for January to ensure the counts are the same as what will be entered on the January claim.
400 - Meal Components and Quantities - Lunch	V-0400	The SFA's supporting documentation indicated they planned to serve a 2 oz. portion of chicken for one day during the week of the onsite review. After further review of the crediting documentation the State Agency determined that Monday during the week of review the SFA served an inadequate amount of chicken to meet the required meat/meat alternative.	Ensure the amount of meat/meat alternative requirement meets the daily requirement. Attend a crediting training, either held by the state agency or web based provided by the Institute of Child Nutrition. Upload a standardized recipe and pull sheets, as well as, certificate of completion of the crediting training.