



BILL HASLAM
GOVERNOR

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

CANDICE MCQUEEN
COMMISSIONER

February 1, 2017

Mrs. Sheri Catron-Cooper, Director
Circles of Success Learning Academy
867 S. Parkway E.
Memphis, TN 38106-5605

Dear Mrs. Catron- Cooper:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Circles of Success Learning Academy's National School Lunch Program, School Breakfast Program and Afterschool Snack 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.

During the review, findings in section **1700: Afterschool Snack** requires fiscal action. An explanation of the findings is included in the attached review summary. All corrective actions for Circles of Success Learning Academy shall be documented, supported, and listed in the "Compliance" section in TMAC no later than March 15, 2017.

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 further potential fiscal action.

Upon receipt of Circles of Success Learning Academy'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,



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A handwritten signature in cursive script that reads 'Phyllis M. Hodges'.

Phyllis Hodges, State Director

Circles of Success Learning Academy (C096)

Review ID: 551

Exit Conference Date: 1/26/2017

Review Year: 2017

Month of Review: December

Lead Reviewer: Michael Bishop

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

1500 - Reporting and Recordkeeping	V-1500	Reporting and record-keeping requirements are not met. Records should be in secure electronic storage media or in a secure area with clear instructions to individuals inside and outside the school organization regarding storage and disposal.	Store records as indicated in the finding description. Upload record-keeping storage procedures in the Corrective Action Document section of the review module.
800 - Civil Rights	V-0800	The non-discrimination statement was not included in a letter sent to students and families notifying them of participation in the Community Eligibility Provision.	Update the notification letter to include the appropriate non-discrimination statement. Upload a copy of the letter in the Corrective Action Document section of the review module.

Site - Level Findings: Circles of Success Learning Academy (8201)

1400 - Food Safety	V-1400	A review of products indicated a violation of the Buy American Provision in the regulations governing procurement in school nutrition programs. Fruit cocktail produced in China was found in the dry storage area.	Update the SFA procurement plan and create procedures for ordering and for receiving deliveries that includes a review for compliance with the Buy American Provision. Upload documentation in the Corrective Action Document section of the review module.
1700 - Afterschool Snack	V-1700	Snacks served in the Review Period did not meet the requirement to serve two	Upload production records indicating the required components are being served and snack counts for the month of February in the

		components. The SFA must serve two of the four After School Snack Components - fluid milk, fruit or vegetable, grains, and meat/meat alternate.	Corrective Action Document section of the review module.
1700 - Afterschool Snack	V-1700	The SFA's After School Snack Program was not monitored within the first 4 weeks of operation.	Complete the monitoring form in the After School Snack Toolkit. Upon completion of monitoring, upload the form in the Corrective Action Document section of the review module.
400 - Meal Components and Quantities - Breakfast	V-0400	The grains component for breakfast did not meet the Whole Grain Rich requirement.	Replace the non-whole grain French toast with a whole grain product. Upload a Product Formulation Statement and nutrition label as proof of replacement.
400 - Meal Components and Quantities - Lunch	V-0400	The minimum weekly vegetable component was not met. The Beans, Peas, Legumes Vegetable Subgroup was not served during the reviewed week from the Review Period.	Upload production records for the month of February, 2017. These production records must show that the weekly minimum amount of Beans, Peas, Legumes were served.