



**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

July 24, 2018

Dr. Janine Wilson  
Fayetteville City Schools  
110A South Elk Street  
Fayetteville, TN 37334

Dear Director Wilson:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Fayetteville City's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 29, 2018, with the exit date of February 2, 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 April 6, 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 Fayetteville City'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,

Jody Baruth,

State Director  
School Nutrition Program

**Fayetteville City (521)**

**Review ID: 820**

**Exit Conference Date: 2/2/2018**

Review Year: 2018

Month of Review: December

Lead Reviewer: Gary Gluch

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

100 - Certification and Benefit Issuance	V-0100	Reviewer was unable to validate how benefits were determined for one student who was directly certified.	Change the status of the student from free to paid. Upload the letter notifying the family about the change of benefits and POS report showing the benefit change as proof of compliance.
1200 - Professional Standards	V-1200	The school nutrition program director did not meet the required food safety training requirement as required by The Healthy, Hunger-Free Kids Act of 2010 (HHFKA).	Complete a food safety course and upload the certificate for proof of compliance.
1200 - Professional Standards	V-1200	The school nutrition director did not meet the 12 hours of annual continuing education/training requirement as established by the USDA's minimum professional standards requirements.	Schedule upcoming trainings to meet the school nutrition supervisor training hour requirements and attach agenda's, sign-in sheets and/or certificates of completion to demonstrate compliance.

700 - Resource Management (2018)	V-0700	Revenues and expenses for school year 2016-2017 at the School Food Authority (SFA) level did not match the Local Education Agency (LEA) financial report and annual audit report.	Investigate the discrepancy to determine the variances between the 2016-2017 financial information in Tennessee Meals Accounting and Claiming (TMAC) vs. the 2016-2017 annual audit report to the state agency. Upload documentation explaining the difference and contact the state agency to make the appropriate adjustments.
700 - Resource Management (2018)	V-0700	Adult meals were being provided free of charge to the three custodians that assist during the lunch meal service and no waiver was requested from the state agency.	Collect revenue for these meals through a transfer from the district's general fund until an adult meal waiver is approved by the state agency. For proof of compliance, upload a signed copy of the approved adult meal waiver form from the state agency and a copy of the transfer for the meals for each service day for the day of review until the waiver is granted.
700 - Resource Management (2018)	V-0700	The adult meal price for lunch and breakfast was not in compliance with FNS Instruction 782-5 Rev 1.	Increase the adult meal price charged for breakfast and lunch using the formula stated in the FNS Instruction 782-5 Rev 1. Attach a copy of the district communication to the staff regarding the adult meal price increases and a copy of the POS meal report for the month of February as proof of compliance.

**Site - Level Findings: Ralph Askins School (0020)**

1400 - Food Safety	V-1400	A share table was implemented, but, a standard operating procedure (SOP) was not in place.	Adopt a SOP as part of their Hazard Analysis and Critical Control Points (HACCP) plan to address food safety when operating share tables. For proof of compliance, upload the share table SOP along with the training agenda and sign in sheets.
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1400 - Food Safety	V-1400	No Cooling Logs were available for the review month or review period that recorded the time and temperature of leftover food items to ensure that proper food safety measures were in place.	Retrain staff on the Cooling Time/Temperature Control (for Safety) Foods Standard Operation Procedure (SOP) as outlined in the districts Food Safety Plan. For proof of compliance, attach a copy of the training agenda and sign in sheets as well as cooling logs for one week.
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