



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

December 13, 2018

Dr. Versie Hamlett
Humboldt City Schools
2602 Viking Drive
Humboldt, TN 38343

Dear Director Hamlett:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Humboldt City's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 13, 2018, with the exit date of November 19, 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 January 25, 2019. 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 Humboldt 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,

Sandy Dawes
State Director, School Nutrition Program

Humboldt City (271)

Review ID: 1037

Exit Conference Date: 11/19/2018

Review Year: 2019

Month of Review: October

Lead Reviewer: Audra Henderson

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

1000 - Local School Wellness Policy	V-1000	The local school wellness policy did not include all required elements. It lacked policies for food and beverage marketing, description of public involvement, and how policy assessments would be made available to the public.	Revise the local wellness policy to include all required content and upload an updated policy to demonstrate compliance.
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Site - Level Findings: East Elementary School (0027)

1400 - Food Safety	V-1400	Food safety requirements were not met. Milk, in the walk in cooler, was on the floor and not properly stored at a minimum six inch elevation.	Move milk to a higher elevation, and upload a picture of cooler demonstrating compliance with storage requirements.
1700 - Afterschool Snack	V-1700	Afterschool snacks were not properly counted and claimed during the review period and prior months for East Elementary and Stigall Magnet Academy. The number of snacks prepared were claimed for reimbursement rather than the number of snacks served.	Revise the meal counting system and provide 30 consecutive operating days of snack counts from both sites. Upload daily count sheets to demonstrate compliance.