



BILL HASLAM
GOVERNOR

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

CANDICE MCQUEEN
COMMISSIONER

December 20, 2016

Reverend Derrick Joyce, Director
Memphis Academy of Health Sciences (MAHS)
3608 Hawkins Mill Road
Memphis, TN 38128

Dear Reverend Joyce:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of MAHS' National School Lunch Program and School Breakfast Program. This review was conducted the week of November 28, 2016, with the exit date of December 2, 2016. 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 MAHS shall be documented, supported, and listed in the "Compliance" section in TMAC no later than January 2, 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 MAHS' 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

Memphis Academy Of Health Sciences (C309)

Review ID: 1151

Exit Conference Date: 12/2/2016

Review Year: 2017

Month of Review: October

Lead Reviewer: Audra Henderson

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

300 - Meal Counting and Claiming	V-0300	The breakfast meal counts for the middle school in October were calculated on an Excel spreadsheet that has an auto sum formula. One day, October 3, 2016, 151 breakfasts were accidentally not included in the monthly total summation resulting in an under claim of 151 breakfasts.	<p>Modify the October claim to reflect accurate breakfast counts at the middle school.</p> <p>Upload the claim summary to show the modification.</p>
800 - Civil Rights	V-0800	Some program materials did not have the non-discrimination full statement and/or the correct short statement.	<p>Update materials with the correct non-discrimination statement, whether using the long or short statement.</p> <p>Upload supporting school nutrition documents to show the corrected statement.</p>

Site - Level Findings: Memphis Academy Of Health Sciences (8210)

1400 - Food Safety	V-1400	There have not been any food safety inspections in the current year. The last inspection was 1/20/16.	Request and document two food safety inspections for the current school year.
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