



**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

Mr. Millard House, II  
Montgomery County Schools  
621 Gracey Avenue  
Clarksville, TN 37040

Dear Director House:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Montgomery County's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 22, 2018, with the exit date of January 26, 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 March 23, 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 Montgomery County'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

**Montgomery County (630)**

**Review ID: 841**

**Exit Conference Date: 1/26/2018**

Review Year: 2018

Month of Review: November

Lead Reviewer: Kristen Nauss

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

100 - Certification and Benefit Issuance	V-0100	One application was approved incorrectly based on a case number that did not follow the Tennessee standard format.	Follow up with the family or local Assistance Program official to confirm the household's eligibility. If not, notify the family of adverse action and change the student from free to paid.
100 - Certification and Benefit Issuance	V-0100	One student was extended benefits based on address; however, there was insufficient documentation to validate that they were a member of a household receiving benefits.	Change the status of the student from free to paid and provide the family a notice of adverse action. Upload a copy of the letter and proof of change of status.
1400 - Food Safety	V-1400	Gravy was found to be labeled as non-domestic but was listed as domestic from the vendor. Additionally, the vendor provided a list of every product they buy and the country of origin; however, it did not list the reason for the request for non-domestic.	Obtain waiver request from vendor that provides reason for request for non-domestic product, including the gravy, unless a domestic alternative can be obtained. Upload new Buy American list, including the gravy.
200 - Verification	V-0200	One application was verified incorrectly. The income provided by the family was keyed into the computer incorrectly, causing the application to be denied based on income.	Correct the reported income and reprocess the application to reflect the correct free status. Notify family of the error and refund any money incorrectly charged. Upload a copy of the corrected eligibility to TMAC.

800 - Civil Rights	V-0800	The school nutrition web page did not display the non-discrimination statement.	Update the count's school nutrition webpage to include the full non-discrimination statement and provide a web link to demonstrate compliance.
900 - SFA On Site Monitoring	V-0900	The readily observable general areas were not monitored.	Monitor the reviewed sites ensuring to monitor the readily observable general areas and upload a copy of the completed form to demonstrate compliance.

**Site - Level Findings: Northwest High (0070)**

1400 - Food Safety	V-1400	The cooling logs did not indicate that hot food was being cooled to a temperature to or at below 40 degrees.	Retrain staff on proper cooling procedures and upload completed cooling logs showing that hot food was cooled at or below 40 degrees.
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**Site - Level Findings: Richview Middle (0073)**

1400 - Food Safety	V-1400	The cooling logs did not indicate that hot food was being cooled to a temperature to or at below 40 degrees.	Retrain staff on proper cooling procedures and upload completed cooling logs showing that hot food was cooled at or below 40 degrees.
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**Site - Level Findings: West Creek High School (0100)**

1400 - Food Safety	V-1400	The cooling logs did not indicate that hot food was being cooled to a temperature to or at below 40 degrees.	Retrain staff on proper cooling procedures and upload completed cooling logs showing that hot food was cooled at or below 40 degrees.
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**Site - Level Findings: Rossview Elementary (0105)**

1400 - Food Safety	V-1400	Dish machine final rinse temperatures were not being observed or documented.	Retrain staff on proper dish machine procedures and upload completed log showing that final rinse temperatures reached a minimum of 180 degrees.
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