



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

May 10, 2017

Mr. Gil Brandon, Director
New Hope Christian Academy
3000 University Street
Memphis, TN 38127-6645

Dear Mr. Brandon:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of New Hope Christian Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 10, 2017, with the exit date of April 14, 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 sections **300: Meal Counting and Claiming and 2100 Special Provisions** were determined to require fiscal action. An explanation of the findings is included in the attached review summary. All corrective actions for New Hope Christian Academy shall be documented, supported, and listed in the "Compliance" section in TMAC no later than June 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 New Hope Christian 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 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,



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

Phyllis M. Hodges

Phyllis Hodges, State Director

New Hope Christian Academy (P340)

Review ID: 549

Exit Conference Date: 4/14/2017

Review Year: 2017

Month of Review: February

Lead Reviewer: Betty Turnbow

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

SFA - Level Findings

2100 - Special Provision Options	V-2100	The School Food Authority (SFA) documentation does not support the Identified Student Percentage (ISP) and claiming percentage utilized for claiming procedures.	Apply new ISP to claims from August 2016-March 2017. Upload the March 2017 claim indicating the new ISP.
----------------------------------	--------	--	---

Site - Level Findings: New Hope Christian Academy (0010)

1400 - Food Safety	V-1400	Thermometers at the school were not being calibrated.	Train the staff on calibration of thermometers and on the documentation of the receiving temperatures of food. Upload the thermometer calibration logs for 3 days.
300 - Meal Counting and Claiming - Lunch	V-0300	A clerical error was made resulting in an over claim of 1 reimbursable meal for the review month.	Implement a process for a second party count to validate meal counts. Upload the description of the meal count validation process.
400 - Meal Components and Quantities - Lunch	V-0400	The sliced turkey which was served on the day of review did not have adequate crediting documentation.	Remove the sliced turkey and gravy from the menu and replace with a menu item with complete crediting documentation. Upload the product documentation of the item chosen to replace the sliced turkey and gravy. Also, upload the revised menu.
400 - Meal Components and	V-0400	Planned menu quantities do not meet meal pattern requirements as there was	Remove the sliced turkey and gravy from the menu and replace with a menu item with complete crediting documentation.

Quantities - Lunch		insufficient crediting information on the turkey and gravy.	Upload the product documentation of the item chosen to replace the sliced turkey and gravy. Also, upload the revised menu.
-----------------------	--	---	--