



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 26, 2018

Dr. Tony Tucker
South Carroll Special Schools
145 Clarksburg Rd.
Huntingdon, TN 38344

Dear Director Tucker:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of South Carroll's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 29, 2018, with the exit date of January 31, 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 August 31, 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 South Carroll'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

South Carroll Co SSD (095)

Review ID: 862

Exit Conference Date: 1/31/2018

Review Year: 2018

Month of Review: December

Lead Reviewer: Stephanie Dyer

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

100 - Certification and Benefit Issuance	V-0100	There were errors in application processing. Three incomplete applications were approved for benefits and one application was approved free that should have been reduced.	Notify the households of the benefit change and upload a copy of the roster to show dates and the notification letter to parents for corrective action.
1200 - Professional Standards	V-1200	School nutrition staff had not completed their required eight hours of professional training for the year.	Develop a plan to train staff before the end of the school year. Upload agenda and sign-in sheets of the conducted meetings to demonstrate compliance.
1200 - Professional Standards	V-1200	Professional training hours were not being tracked.	Implement a mechanism for tracking training hours and upload a copy of the tool or printout from an electronic system to demonstrate compliance with the professional standards requirements.
1600 - School Breakfast and SFSP Outreach	V-1600	Families were not informed of the availability and location of free summer meals.	Advertise the availability and location of free summer meals and upload a copy of the advertisement for corrective action.

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 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	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.

Site - Level Findings: Clarksburg School (0005)

1100 - Smart Snacks in School (2018)	V-1100	The sale of food to students during the school day exceeded the state established fundraiser limit of 20 days per semester. The Future Farmers of America club sold chocolate candy bars for 24 days during the fall semester.	Share TCA rule 0520-01-06 and the Smart Snack final rule with school leadership and implement a procedure to limit the sale of food or beverages to no more than 20 days per semester. Upload a copy of the communication to demonstrate compliance.
1400 - Food Safety	V-1400	Vegetables were not listed on the temperature logs for the review month of December.	Retrain staff on the proper procedures for documenting food temperatures. Upload one month of logs for corrective action.
400 - Meal Components and Quantities - Breakfast	V-0400	The honey bun did not meet the whole grain requirements and was not listed on the whole grain waiver.	Revise the whole grain waiver or replace with a different whole grain compliant bun and upload documentation for corrective action.
400 - Meal Components and Quantities - Lunch	V-0400	One meal observed and counted for reimbursement on the day of review did not contain all the required meal components. It was missing a 1/2 cup fruit or vegetable.	Provide offer vs. serve training to all staff and document for corrective action with an agenda and sign-in sheet.

400 - Meal Components and Quantities - Lunch	V-0400	The minimum daily meat/meat alternate and grain requirement of two ounces for age/grade group 9-12 was not met for the day of review. The hamburger bun only credited as 1.75 ounces.	Purchase a two ounce bun and serve 4.89 ounces of sloppy joe to meet the 2 ounce meat/meat alternate Upload documentation of the new bun or menu and production records for corrective action.
400 - Meal Components and Quantities - Lunch	V-0400	Pasta was served during the review period that did not meet the whole grain requirements and was not listed on the whole grain waiver that was approved by the state agency.	Revise the whole grain waiver or replace with a different whole grain compliant pasta and upload documentation for corrective action.
400 - Meal Components and Quantities - Lunch	V-0400	The planned menu quantities for meat/meat alternate and vegetables did not meet minimum meal pattern requirements for the review period. The sloppy joe and BBQ did not meet the two ounce M/MA for 9-12 grade groupings. Inadequate amount of red/orange vegetable subgroup was planned for the week.	Revise menu for a week to meet the meal pattern requirements and upload revised menu, production records and six cents for corrective action.