



**BILL LEE**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**PENNY SCHWINN**  
COMMISSIONER

June 20, 2019

Dr. David Stephens  
Bartlett City Schools  
5705 Stage Road  
Bartlett, TN 38134

Dear Director Stephens:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Bartlett City's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 25, 2019, with the exit date of March 28, 2019. The attached 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 must 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 district 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 April 30, 2019. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, to discuss next steps. 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 Bartlett 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,

A handwritten signature in cursive script that reads "Sandy Dawes".

Sandy Dawes  
State Director  
School Nutrition Program

**Bartlett (794)**

**Review ID: 1066**

**Exit Conference Date: 3/28/2019**

Review Year: 2019

Month of Review: February

Lead Reviewer: Michael Bishop

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

100 - Certification and Benefit Issuance	V-0100	Certification and benefit issuance requirements were not met. Seven students in the review sample were incorrectly approved for benefits based on income.	Change the status of the students on the benefit issuance document and send each household a notice of benefit change. Upload the letters to demonstrate compliance.
800 - Civil Rights	V-0800	The procedures for accommodating students with disabilities was not compliant with current USDA guidance. The procedure required a medical statement from a licensed physician instead of any licensed medical authority.	Revise the procedure, and upload a revised copy to demonstrate compliance.

**Site - Level Findings: Bon Lin Elementary School (0030)**

1400 - Food Safety	V-1400	On-site storage violations were observed. The standard operating procedure for storing food was not implemented properly. Tomatoes, carrot snacks, romaine lettuce, yogurt, and pre-packaged yogurt Blast meals were not date marked. Additionally, dented cans were not segregated from non-dented cans.	Retrain staff on procedures for storing food, and upload an agenda and training roster to demonstrate compliance.
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**Site - Level Findings: Bon Lin Middle School (0033)**

1400 - Food Safety	V-1400	On-site storage violations were observed. The standard operating procedure for storing food was not implemented properly. Dented cans were not segregated from non-dented cans.	Retrain staff on procedures for storing food, and upload an agenda and training roster to demonstrate compliance.
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