



BILL LEE
GOVERNOR

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

PENNY SCHWINN
COMMISSIONER

September 6, 2019

Mr. William Freddy Curtis
Cannon County Schools
301 West Main Street
Woodbury, TN 37190-1100

Dear Director Curtis:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Cannon County's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 16-20, 2018, with the exit date of April 20, 2018. 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 has been documented and supported in the "Compliance" section in TMAC on Sept. 6, 2019.

Upon receipt of Cannon 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,

Sandy Dawes
State Director
School Nutrition Program

Cannon County (080)

Review ID: 1600

Exit Conference Date: 6/4/2018

Review Year: 2017-2018

Month of Review: June

Lead Reviewer: Stephanie Dyer

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

1800 - Seamless Summer Option	V-1800	The availability and location of free meals was not advertised to the community.	Create an advertisement about the location of free meals and publically notify members of the community. Upload a copy of the advertisement to demonstrate compliance.
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Site - Level Findings: Woodbury Grammar (0040)

1800 - Seamless Summer Option	V-1800	Offer versus serve was not properly implemented. Meat and vegetables were pre-plated and children were given the option to take a grain, milk, and/or fruit. However, one program teacher required a child to take a milk.	Train cafeteria staff on OVS. Upload agenda and training roster to demonstrate compliance.
1800 - Seamless Summer Option	V-1800	The state approved agreement was not followed at the reviewed site. It was approved as an open site, but the doors of the site were locked and the public was unable to participate in meal service.	Create a method for the public to participate in summer meals. Upload documentation that confirms the site has been opened to the public.

Cannon County (080)

Review ID: 812

Cannon County (080)

Review ID: 812

Exit Conference Date: 4/20/2018

Review Year: 2017-2018

Month of Review: March

Lead Reviewer: Stephanie Dyer

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

900 - SFA On Site Monitoring	V-0900	The SFA was unable to obtain five out of seven monitoring forms. The SFA was unable to obtain breakfast monitoring forms for all schools.	Complete the on-site monitoring form for the other five schools and upload for documentation of corrective action. Monitor breakfast for all schools and upload completed breakfast monitoring forms.
100 - Certification and Benefit Issuance	V-0100	The denied notification letter does not meet the requirements.	Revise the notification letter to meet the requirements and upload for corrective action.
100 - Certification and Benefit Issuance	V-0100	There were errors in application processing with six applications missing the last four digit of the social security number not was the "no SSN" box checked, one application did not have a signature, and one applicaiton was determined free as categorcially eligible and should have been based on income.	Attend training on eligibility and processing application on May 15 and upload agenda for corrective action.
200 - Verification	V-0200	The supervisor could not provide income information for one application pulled for verification.	Obtain the missing pay stub and upload for corrective action.
1000 - Local School Wellness Policy	V-1000	The local wellness policy was missing the marketing and advertising language.	Revise the local school wellness policy and upload for corrective action.
Resource Mgt Comprehensive Review	V-RMCRF	The SFA had not completed non-program revenue.	Complete non-program revenue and upload supporting documentation as well as the USDA tool for corrective action.
Resource Mgt Comprehensive Review	V-RMCRF	Adult meal prices were set at \$3.50 in which met the adult meal prices for Cannon County. The elementary schools still had the adult meal prices as \$3.00 in their POS.	Update the elementary schools POS to \$3.50 and upload picture for corrective action.
800 - Civil Rights	V-0800	The denied notification letter did not have the correct non-discrimination statement.	Revise the letter with the correct non-discrimination statement and upload for corrective action.

Cannon County (080)

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Site - Level Findings: Auburn Elementary (0005)

1100 - Smart Snacks in School (2018)	V-1100	The school store sold non-compliant food items.	Provide documentation that items are complaint and upload a picture of the new items, invoice, or picture that all non-compliant items are no longer being sold or provide smart snack educational material to the principal and upload for corrective action.
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