



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

April 1, 2019

Mr. John Aitken
Collierville Schools
146 College St.
Collierville, TN 38017

Dear Director Aitken:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Collierville's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 19, 2019, with the exit date of February 21, 2019. 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 April 12, 2019. 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 Collierville'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

Collierville (795)

Review ID: 1035

Exit Conference Date: 2/21/2019

Review Year: 2019

Month of Review: January

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. One students in the review sample was incorrectly approved for benefits.	Change the status of each student in the household on the benefit issuance document and send the household a notice of benefit change. Upload the letter and a print out from the point of sale to indicate the status has been revised as proof of compliance.
1400 - Food Safety	V-1400	Food safety requirements were not met. The written food safety plan did not reflect the current food code temperature danger zone.	Update the food safety plan, and upload the updated plan to demonstrate compliance.
200 - Verification	V-0200	An application selected for verification was not processed correctly. The documentation provided by the household was insufficient to confirm eligibility. It did not indicate an employer, nor was it signed by an appropriate official.	Change the status of the student in error on the benefit issuance document and send the households a notice of benefit change. Upload the letter to demonstrate compliance.
300 - Meal Counting and Claiming	V-0300	The school food authority-state agency agreement was not being followed. Collierville High School started the lunch meal service at 9:40 a.m., before the approved meal time in the site application.	Revise the meal service time or revise the site application to reflect current practice. Upload a copy of the communication to/from school officials confirming the meal service time has changed.

800 - Civil Rights	V-0800	Civil rights requirements were not met. A procedure for receiving and processing complaints alleging civil rights discrimination was not available for review.	Develop a procedure for receiving and processing complaints alleging civil rights discrimination and upload a copy of the procedures to demonstrate compliance.
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Site - Level Findings: Collierville High School (0060)

1300 - Water	V-1300	Water requirements were not met. Free potable water was not available to students for breakfast.	Provide free potable water to all students for lunch and breakfast. Upload a picture demonstrating water has been made available during the meal service.
1400 - Food Safety	V-1400	Food safety requirements were not met. The most recent food safety inspection report was not posted in a publicly visible location.	Post the most recent food safety inspection report in a publicly visible location, and upload a picture of the posted health inspection to demonstrate compliance.
1400 - Food Safety	V-1400	The food safety plan was not properly implemented. Some leftover foods observed on the day of review were not dated, and first in, first out (FIFO) inventory management could not be confirmed. Additionally, other foods in storage were stored in open containers and were not covered.	Retrain employees on the date marking of leftover foods and food storage processes. Upload a copy of the agenda and training roster for proof of compliance.
1400 - Food Safety	V-1400	On-site storage violations were observed. The freezer floor was dirty and covered by a layer of ice.	Remove ice and dirt from the freezer floor. Upload a picture of the freezer after it has been cleaned to demonstrate compliance.
400 - Meal Components and Quantities - Breakfast	V-0400	Meal Components and Quantities requirements were not met at breakfast. 12 meals served on the day of review did not contain all of the required components. Students did not take a 1/2 cup of a fruit or vegetable.	Retrain cafeteria staff on the proper implementation of OVS. Upload an agenda and training roster to demonstrate compliance.

500 - Offer versus Serve	V-0500	Offer versus Serve (OVS) was not implemented properly. At lunch, students were required to take a 1/2 cup fruit when they had already taken a 1/2 cup vegetable.	Retrain cafeteria staff on the proper implementation of OVS. Upload an agenda and training roster to demonstrate compliance.
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Site - Level Findings: Sycamore Elementary School (0183)

1400 - Food Safety	V-1400	Food safety requirements were not met. Equipment temperature logs were not maintained properly.	Train staff on maintaining temperature logs. Upload an agenda and training roster to demonstrate compliance. Also, upload one week of equipment temperature logs for the milk cooler, walk-in and reach-in coolers, and walk-in freezer.
1400 - Food Safety	V-1400	The food safety plan was not properly implemented. Various foods observed on the day of review were not dated, and first in, first out (FIFO) inventory management could not be confirmed.	Retrain staff on proper storage procedures. Upload a copy of the agenda and training roster for proof of compliance.