



BILL LEE
GOVERNOR

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

PENNY SCHWINN
COMMISSIONER

November 8, 2019

Dr. Adrienne Battle
Davidson County Schools
2601 Bransford Avenue
Nashville, TN 37204-2811

Dear Director Battle:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Davidson County's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 4, with the exit date of February 8, 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 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.

During the review, findings in section 100: Certification and Benefit Issuance and 300: Meal Counting and Claiming require fiscal action. More details about this action will be forthcoming after corrective action is complete.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than April 19, 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 further potential fiscal action.

Upon receipt of Davidson 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 certified letter addressing fiscal action 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

Davidson County (190)
Review ID: 1100
Exit Conference Date: 2/8/2019

Review Year: 2018-2019

Month of Review: December

Lead Reviewer: Lindsay Baldwin

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. Eight students in the review sample were incorrectly approved for benefits based on income.	Change the status of each student on the benefit issuance document and send the household a notice of benefit change. Upload the letter to demonstrate compliance.
300 - Meal Counting and Claiming	V-0300	The approved SFA-SA Agreement/application was not followed. Lunch meals on half-days were served before 10 a.m. without state agency approval.	Submit a request to the state agency for lunch service times outside of 10 a.m. and 2 p.m. Upload a copy of the approval to demonstrate compliance.
700 - Resource Management	V-0700	Resource management requirements were not met. Multiple pieces of equipment were purchased with food service funds that were not on the state's pre-approved equipment list. Prior approval from the state agency was also not acquired for these purchases.	Revise the procurement plan to address the purchase of equipment that is not pre-approved, including the process for obtaining state agency approval, and upload a copy of the revised plan.

Site - Level Findings: Antioch Middle (0023)

1400 - Food Safety	V-1400	The food safety plan was not properly implemented. The hair of some cafeteria staff was not restrained or covered, and unopened bags of food in the cooler and freezer were not dated.	Retrain staff on personal hygiene and employee health procedures, and date all bags of food to ensure first-in, first-out is being utilized. Upload a copy of the agenda and training roster, and pictures of the cooler and freezer to demonstrate compliance.
800 - Civil Rights	V-0800	Civil rights requirements were not met. Students were separated by gender in the serving line. Girls were required to go through lines one and four, while boys were required to go through lines two and three.	Desegregate meal service lines and upload a corrective action plan to demonstrate compliance with FNS instruction 113-1.

Site - Level Findings: McKissack Middle (0035)

1400 - Food Safety	V-1400	Food safety requirements were not met. Thermometer calibration logs were not available for review.	Train staff on maintaining temperature logs. Upload an agenda and training roster to demonstrate compliance.
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Site - Level Findings: Charlotte Park Elementary (0110)

1400 - Food Safety	V-1400	Food safety requirements were not met. 14 containers of spice containers observed in storage were out-of-date.	Discard all foods that are out-of-date, and upload a picture of the spice area in the dry storage to demonstrate compliance.
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Site - Level Findings: Gateway Elementary (0235)

1400 - Food Safety	V-1400	The food safety plan was not properly implemented. On the day of review, some cafeteria staff were wearing earrings.	Retrain staff on personal hygiene and employee health procedures. Upload a copy of the agenda and training roster to demonstrate compliance.
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Site - Level Findings: Gra-Mar Middle (0285)

1400 - Food Safety	V-1400	Food safety requirements were not met. Milk cooler temperature logs were not available for review.	Train staff on maintaining temperature logs. Upload an agenda and training roster to demonstrate compliance.
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Site - Level Findings: East Nashville Middle (0296)

300 - Meal Counting and Claiming - Lunch	V-0300	Meal counting and claiming requirements were not met. On the day of review, eighty four sack lunches were prepared for a field trip, and all prepared meals were claimed for reimbursement rather than counting the number of meals served. Therefore, meals were not counted at the point of service.	Develop a standard operating procedure for field trips, including meal counting procedures, to ensure meals are counted at the point of service. Upload a copy of the procedure to demonstrate compliance.
1400 - Food Safety	V-1400	Food safety requirements were not met. Thermometer temperatures were recorded on the calibration log for the review period. However, the corrective action needed to adjust the thermometer if it was out of calibration was not recorded.	Retrain staff members on proper methods for calibrating thermometers. Upload an agenda and training roster to demonstrate compliance.

Site - Level Findings: Haywood Elementary (0310)

1900 - Fresh Fruit and Vegetable Program (FFVP)	V-1900	Fresh fruit and vegetable program requirements were not met. In a pre-K classroom on the day of review, fruit from the Fresh Fruit and Vegetable Program was distributed during lunch time.	Retrain pre-K teachers on Fresh Fruit and Vegetable Program guidelines, including service time requirements. Upload an agenda and roster of attendees to demonstrate compliance.
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Site - Level Findings: Nashville School of the Arts (0512)

1400 - Food Safety	V-1400	Food safety requirements were not met. The most recent food safety inspection report was posted in the food preparation area, which was not a publicly visible location.	Move the food safety inspection report to a publically visible location in the cafeteria. Upload a picture demonstrating that the report had been moved.
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Site - Level Findings: STEM Prep HS (8075)

1400 - Food Safety	V-1400	Food safety requirements were not met. Food was not consistently being dated upon receipt.	Train cafeteria staff on standard operating procedures for storing food to ensure first in, first out inventory system is utilized. Upload agenda and training roster to demonstrate compliance.
1400 - Food Safety	V-1400	Food safety requirements were not met. Receiving logs were not available for review.	Train staff on maintaining temperature logs. Upload an agenda and training roster to demonstrate compliance.