



**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

December 11, 2019

Mr. Robert Greene  
Dayton City Schools  
520 Cherry Street  
Dayton, TN 37321

Dear Mr. Greene:

Please find attached the summary review of findings from the School Nutrition Program's 2018-19 fiscal year administrative review of Dayton City School National School Lunch Program and School Breakfast Program. This review was conducted the week of December 3, 2019, with the exit date of December 5, 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 January 10, 2020. 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 Dayton 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,

**Sandy Dawes**  
State Director

**Dayton City (721)**

**Review ID: 1851**

**Exit Conference Date: 12/5/2019**

**Review Year: 2019-2020**

**Month of Review: November**

**Lead Reviewer: Brooke Walker-Babbs**

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

RMCR - Nonprofit School Food Srvc Acct	V-RMCR	Balance sheet indicated that ending balance did not match the financial report from TMAC. The TMAC financial report stated \$307,102.95 and the balance calculated was \$307,195	Revise financial report in TMAC to reflect current ending balance \$307,192. Upload updated TMAC financial report correction to demonstrate compliance.
300 - Meal Counting and Claiming	V-0300	Under site application, the SFA indicated that OVS would be implemented for all grades at lunch. Upon observing lunch, pre-K students meals were pre-plated.	Revise site application in TMAC to indicate OVS will not be served for all grades.

**Site - Level Findings: Dayton City Elementary (0005)**

Infant and Pre-K Meal Pattern Checklist - Breakfast	V-IMPCB	Observed Pre-K students getting a choice of either juice or milk. Students did not receive all required components for breakfast.	Retrain Pre-K teachers on what constitutes as a reimbursable meal at breakfast. Upload sign-in sheet to demonstrate compliance.
1400 - Food Safety	V-1400	Buns, beef crumbles, chicken sandwiches and fried rice were not dated.	Upload picture showing frozen buns, beef crumbles, chicken sandwiches and fried rice are dated to show compliance.
1400 - Food Safety	V-1400	Freezer temperatures read 11 and 14 degrees. Freezer temperatures should be at 0 degrees or below.	Retrain staff on proper freezer temperatures. Upload sign-in sheet to demonstrate compliance.