



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

November 8, 2019

Mrs. Stephanie Jarrett-Thorpe
Explore Community School
707 South 7th Street
Nashville, TN 37206-3815

Dear Director Jarrett-Thorpe:

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

Explore Community School (C131)

Review ID: 1649

Exit Conference Date: 3/21/2019

Review Year: 2018-2019

Month of Review: February

Lead Reviewer: Peter McNeilly

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

800 - Civil Rights	V-0800	Civil rights requirements were not met. The breakfast outreach flyer did not contain the nondiscrimination statement.	Add the non discrimination statement to breakfast outreach flyer and upload flyer to demonstrate compliance.
100 - Certification and Benefit Issuance	V-0100	Certification and benefit issuance requirements were not met. One student in the review sample was incorrectly approved for benefits.	Change the status of the student on the benefit issuance document and send the households a notice of benefit change. Upload the letter to demonstrate compliance.
1200 - Professional Standards	V-1200	Professional standard requirements were not met. A tool for tracking training hours of employees was not available.	Develop a mechanism for tracking professional standards hours, and upload documentation to demonstrate professional standard requirements are being met.