



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

PENNY SCHWINN
COMMISSIONER

February 1, 2023

Mr. Johnny Holliday
Greater Memphis Adventist Academy
50 N Mendenhall Rd
Memphis, TN 38117-2631

Dear Director Holliday:

Please find attached the summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Greater Memphis Adventist Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 9, 2023, with the exit date of January 11, 2023. 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, a finding in section **300: Meal Counting and Claiming** requires fiscal action due to errors in meals counts of non-enrolled students. More details about this action will be forthcoming once the lead reviewer has 30 consecutive days of meal counts. All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than February 10, 2023. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me, to discuss the 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 fiscal action.

Upon receipt of Greater Memphis Adventist Academy'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,

Bill Byford
State Director of School Nutrition
School Nutrition Program

Greater Memphis Adventist Academy (P022)

Review ID: 3615

Exit Conference Date: 1/11/2023

Review Year: 2022-2023

Month of Review: October

Lead Reviewer: Audra Barron

**Area
Findings ID
Finding Description
Required Corrective Action**

SFA - Level Findings

1000 - Local School Wellness Policy

V-1000

Observed that the School Food Authority was unable to provide a copy of the current local wellness policy. Create a local wellness policy using the current guidelines and regulatory requirements. Upload a copy of the wellness policy.

1400 - Food Safety

V-1400

Observed the SFA did not have a Food Safety plan. Develop and upload a copy of a comprehensive food safety plan to include regulatory items required by 7 CFR 210.13. Include Standard operating procedures, menu items grouped according to process categories, critical control points, critical control points and critical limits, monitoring procedures, corrective actions procedures, recordkeeping procedures, and periodic program review

300 - Meal Counting and Claiming

V-0300

Observed meals served and counted for the claim for students who were not enrolled in the school. Discontinue serving and counting meals for students not enrolled in the school. Upload 30 consecutive days of meals counts to compare to meal counts from the month of review.

1200 - Professional Standards

V-1200

Observed the School Nutrition Program Director has not met the training requirements. Complete, at a minimum, three additional hours to fulfill the training requirement by 2/10/23. Upload completion certificates or attendance documentation of additional hours received.

1600 - School Breakfast and SFSP Outreach

V-1600

Observed the families were not informed of the availability and location of free meals for students via the Summer Food Service Program. Create and provide summer foodservice program (SFSP) information to families for the surrounding area. Upload the information provided to families.

Site - Level Findings: Greater Memphis Adventist Academy (9320)

1400 - Food Safety

V-1400

Observed the SFA's did not have/request two (2) food safety inspections for the current school year. Contact local health department to request inspection. Upload a copy of the request.

400 - Meal Components and Quantities - Breakfast

V-0400

404a: Observed that there was no signage displayed explaining what constitutes a reimbursable breakfast. Create breakfast signage that explains what constitutes a reimbursable breakfast. Upload a photo of signage on display on or near the serving line.

400 - Meal Components and Quantities - Lunch

V-0400

Observed that there was no signage displayed explaining what constitutes a reimbursable lunch. Create lunch signage that explains what constitutes a reimbursable lunch. Upload a photo of signage on display on or near the serving line.