



**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

September 13, 2019

Mr. Richard Rawlings  
Humphreys County Schools  
2443 Highway 70 East  
Waverly, TN 37185-2223

Dear Director Rawlings:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Humphreys County's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 23, 2019 with the exit date of April 26, 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 September 6, 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 Humphreys 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 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,

A handwritten signature in cursive script that reads "Dr. Sandy Dawes".

Sandy Dawes  
State Director  
School Nutrition Program

**Humphreys County (430)**

**Review ID: 1696**

**Exit Conference Date: 4/26/2019**

**Review Year:** 2018-2019

**Month of Review:** March

**Lead Reviewer:** Lindsay Baldwin

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

900 - SFA On Site Monitoring	V-0900	On-site monitoring requirements were not met. The readily observable general areas were not monitored at any school.	Monitor the general areas of review at all sites, and upload the monitoring forms to demonstrate compliance.
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.

**Site - Level Findings: Mcewen High School (0015)**

1400 - Food Safety	V-1400	Food safety requirements were not met. Crates containing juice were directly stored on the floor and not elevated at a minimum of six inches off the floor.	Move all items on the cooler floor to the six inch minimum elevation. Upload a photo of the cooler with items stored properly.
1400 - Food Safety	V-1400	Food safety requirements were not met. Multiple spices in the dry storage area were out-of-date.	Discard any expired items, and upload a copy of the discard log to demonstrate compliance with the food safety plan.
1100 - Smart Snacks in School	V-1100	Smart snacks requirements were not met. The honey buns and sweet tea sold in the cafeteria during the school day did not meet smart snack standards.	Remove non-compliant items from the serving line and notify cafeteria staff that these items can no longer be sold to students during the school day. Upload a copy of this communication to demonstrate compliance.