



BILL LEE
GOVERNOR

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

PENNY SCHWINN
COMMISSIONER

March 8, 2023

Mr. Michael Garren
Loudon County Schools
100 River Road
Loudon, TN 37774-1042

Dear Director Garren:

Please find the attached summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Loudon County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of January 31, 2022, with an exit date of March 2, 2023. 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 April 14, 2023. During this timeframe, if you identify 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 fiscal action.

Upon receipt Loudon 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,

Bill Byford
State Director of School Nutrition
School Nutrition Program

Loudon County (530)

Review ID: 3583

Exit Conference Date: 3/2/2023

Review Year: 2022-2023

Month of Review: February

Lead Reviewer: Brooke Walker-Babbs

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

RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the adult lunch/breakfast meal price was not sufficient to cover the overall cost of the meal.	Raise the adult breakfast meal price to cover the overall cost of the meal per FNS Instruction 782-5. Upload documentation to demonstrate compliance.
800 - Civil Rights	V-0800	Observed that program materials did not contain the appropriate non-discrimination statement.	Ensure that the appropriate non-discrimination statement is being used on all program materials. Upload updated copies of materials as proof of compliance.
1000 - Local School Wellness Policy	V-1000	Observed that the minimum required elements were not all included in the wellness policy.	Visit https://www.fns.usda.gov/tn/local-school-wellness-policy to review the required content, and revise the local school wellness policy to include the required content. Upload a revised copy of the wellness policy.

Site - Level Findings: Eaton Elementary (0015)

1100 - Smart Snacks in School	V-1100	Observed fundraisers sold during the school day were not within the State-defined limit on fundraisers.	Demonstrate how all Smart Snacks sold meet compliance or the procedures in place to meet the State-defined limit on fundraisers. Upload Smart Snack Calculator forms and images of the items sold, or procedure implemented to demonstrate compliance.
1100 - Smart Snacks in School	V-1100	Observed Snacks sold in the specified area do not meet Smart Snack standards.	Demonstrate how all Snacks sold meet compliance. Upload forms that verify compliance and images of the items sold.
1400 - Food Safety	V-1400	Observed on-site storage violations.	Retrain staff on proper procedures for the receiving date marking of food in dry storage, refrigeration, and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained.
300 - Meal Counting and Claiming - Lunch	V-0300	Observed meals entered into the manual POS before the students received them in the Pre-K classroom.	Retrain cashier staff on proper counting and claiming procedures to include that meals can only be counted when and where they are served to the student. Maintain training agenda and dated sign in sheet. Upload a copy of the procedure and training documentation to the Review Attachments module as evidence of compliance. For meals that must be picked up by a teacher/teacher aid rather than the students, provide a roster with the students' names and the date and the type of meal (lunch or breakfast). The teacher/teacher aid will check off the roster as each student receives the meal. The teacher will bring the roster back to the cafeteria and then the meals will be entered into the Point-of-Sale system. The roster used to check off the meals must be kept as proof the meals were properly counted and claimed.

Site - Level Findings: Philadelphia Elementary (0050)

400 - Meal Components and Quantities - Breakfast	V-0400	Observed that some meals counted for reimbursement did not contain all the required meal components.	Conduct training for Offer vs. Serve and identify a reimbursable meal. Upload a training agenda and sign-in sheet as documentation that the training occurred.
500 - Offer versus Serve	V-0500	Observed Offer Versus Serve (OVS) was not properly implemented by reviewed school on the day of review.	Retrain staff on the proper implementation of Offer Versus Serve. Upload agenda and sign in sheets from training as evidence of compliance.
1400 - Food Safety	V-1400	Observed violation of the Buy American provision during on-site storage facilities.	Obtain documentation from the vendor prior to receipt of a non domestic product that indicates the country of origin, pricing for domestic versus non-domestic product, and/or a statement indicating the product is not available in sufficient quantities domestically. School Food Authority is then to make the decision to receive or reject the product based on this information. Upload documentation based on the decision of the School Food Authority.
1400 - Food Safety	V-1400	Observed selected relevant temperature logs were not available for review.	Retrain cafeteria staff on proper cooling temperature logging procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a temperature log of each type of temperature log after corrective action has occurred to demonstrate compliance with the standard operating procedure (SOP).
Infant and Pre-K Meal Pattern Checklist - Breakfast	V-IMPCCB	Observed breakfast requirements were not met. Pre-K students were given the option of items to choose from instead of being served all the required components.	Retrain staff on serving meals to Pre-K students. Upload agenda and sign-in the demonstrate compliance.
Infant and Pre-K Meal Pattern Checklist - Lunch	V-IMPCL	Observed that lunch requirements were not being met as students received chocolate milk during mealtime.	Retrain staff on Pre-K meal pattern. Upload agenda and sign-in sheet to demonstrate compliance.