



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 27, 2019

Dr. Mark Griffith
Marion County Schools
204 Betsy Pack Drive
Jasper, TN 37347

Dear Director Griffith:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Marion County School's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 4, 2019, with the exit date of November 6, 2019. 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 **2100: Special Provision Options** requires fiscal action due to a change in the community eligibility claiming percentage. More details about this action will be forthcoming once corrective action is complete. All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than December 13, 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 further potential fiscal action.

Upon receipt of Marion County School'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

Marion County (580)

Review ID: 1853

Exit Conference Date: 11/6/2019

Review Year: 2019-2020

Month of Review: September

Lead Reviewer: Lindsay Baldwin

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

2100 - Special Provision Options	V-2100	The documentation for the enrollment numbers for three schools was different than what was entered in to the CEP Schedule in the SFA's application.	Change the numbers for the three schools in the CEP schedule to reflect the correct enrollment numbers.
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Site - Level Findings: South Pittsburg High School (0055)

1400 - Food Safety	V-1400	The milk cartons were in a milk crate in the walk-in cooler, but the milk crates were on the floor of the cooler and not 6 inches off the ground.	Move milk crates to a shelf that is at least 6 inches off the ground. Upload a picture showing that the milk crates have been moved.
1400 - Food Safety	V-1400	The temperature logs for the review week showed freezer temperatures from 4 degrees to 8 degrees each day. The temperatures for the freezer are supposed to be at or below zero each day.	Retrain staff on storage SOP and proper temperatures for freezer. Upload a copy of the sign-in sheet, SOP, and agenda for the training.

Site - Level Findings: Whitwell High School (0070)

1400 - Food Safety	V-1400	Spices were found in the dry storage room that were outdated.	Discard the outdated spices. Upload a copy of the discard log.
1400 - Food Safety	V-1400	Hot dog buns in the freezer were not dated.	Date the hot dog buns and upload a picture showing where the date has been added.