



**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

August 22, 2019

Dr. Mike Winstead  
Maryville City Schools  
833 Lawrence Avenue  
Maryville, TN 37803

Dear Director Winstead:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Maryville City's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 1, 2019, with the exit date of April 3, 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 April 30, 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 Maryville City'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

**Maryville City (052)**

**Review ID: 1652**

**Exit Conference Date: 4/3/2019**

**Review Year:** 2018-2019

**Month of Review:** February

**Lead Reviewer:** Frankie Norton

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

100 - Certification and Benefit Issuance	V-0100	Certification and benefit issuance requirements were not met. The notification of denied benefits did not advise households the reason for denial or inform them of their ability to reapply at any time during the school year.	Revise the notification letter to include required components, and upload a copy of the corrected letter to demonstrate compliance.
200 - Verification	V-0200	Verification requirements were not met. The household notification of selection for verification did not include the Use of Information Statement.	Revise the verification selection letter to include all required components, and upload a copy of the corrected letter to demonstrate compliance.
800 - Civil Rights	V-0800	Civil Rights requirements were not met. The school meal application did not reference or contain the full non-discrimination statement or the Use of Information Statement.	Revise the school meal application to include the full non-discrimination statement and the Use of Information Statement. Upload a copy of the corrected application to demonstrate compliance.
200 - Verification	V-0200	Verification requirements were not met. The notice of adverse action did not provide households the right to appeal.	Revise the adverse action letter to include a notice that an appeal must be filed with ten calendar days, and upload a copy of the corrected letter to demonstrate compliance.

100 - Certification and Benefit Issuance	V-0100	The notification of eligibility established through direct certification did not meet program requirements. The notification did not clarify that that free meal benefits extend to all school-aged children in the household, inform households of how to notify the SFA of any additional school-aged children in the household not listed on the notification, or explain how the household can notify the SFA if the household did not wish to receive free benefits for directly certified children.	Revise the notification of direct certification to include all required components, and upload a copy of the corrected letter to demonstrate compliance.
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**Site - Level Findings: Maryville Junior High School (0020)**

500 - Offer versus Serve	V-0500	Breakfast meal pattern requirements were not met. Signage explaining what constitutes a reimbursable breakfast to students was not available.	Develop signage that explains what constitutes a reimbursable meal and display it in the meal service area. Upload a picture of the signage to demonstrate compliance.
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