



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

February 6, 2020

Reverend Timothy Cox
Brinkley Heights Urban Academy
3260 Macon Rd
Memphis, TN 38122-1023

Dear Reverend Cox:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Brinkley Heights Urban Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 27, 2020 with the exit date of January 29, 2020. 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 February 28, 2020. 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 Brinkley Heights Urban 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,

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

Sandy Dawes
State Director

Brinkley Heights Urban Academy (P050)

Review ID: 1843

Exit Conference Date: 1/29/2020

Review Year: 2019-2020

Month of Review: December

Lead Reviewer: Peter McNeilly

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

800 - Civil Rights	V-0800	The letters sent home notifying households of DC status did not have the correct nondiscrimination statement on the letter.	Update household notification letters with the correct statement on the letter.
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