



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 21, 2019

Mrs. Kelly Johnson
Clinton City Schools
212 North Hicks Street
Clinton, TN 37716-2920

Dear Director Johnson:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Clinton City Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of November 18, 2019, with the exit date of November 20, 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 December 20, 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 Clinton City 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,

A handwritten signature in black ink that reads "Dr. Sandy Dawes".

Sandy Dawes
State Director
School Nutrition Program

Clinton City (011)

Review ID: 1834

Exit Conference Date: 11/20/2019

Review Year: 2019-2020

Month of Review: October

Lead Reviewer: Gary Gluch

| Area | Findings ID | Finding Description | Required Corrective Action |
|------|-------------|---------------------|----------------------------|
|------|-------------|---------------------|----------------------------|

SFA - Level Findings

| | | | |
|--|--------|---|--|
| 100 - Certification and Benefit Issuance | V-0100 | There was an application error found during the review. The application was free and should have been reduced, because the students were granted extended eligibility based on a foster child in the household. | Change the application to the appropriate benefit issuance status. Upload the letters that were mailed to the household as evidence of the change. |
|--|--------|---|--|

Site - Level Findings: South Clinton (0015)

| | | | |
|--------------------------|--------|---|---|
| 1400 - Food Safety | V-1400 | Onsite storage violations were observed. Flat bread in refrigerator had mold on it. | Dispose of flatbread. Retrain staff on receiving and storing procedures. For proof of compliance, upload training agenda along with the sign-in sheet once complete. |
| 1400 - Food Safety | V-1400 | Temperature logs for selected dates were available for review but were incomplete. Thermometer verification/calibration logs were not maintained as required in food safety plan. | Record and maintain thermometer verification/calibration logs as designated in the food safety plan. Conduct a training on the proper procedure for thermometer verification/calibration log. For proof of compliance upload the completed verification/calibration log for the month of December along with the training agenda and sign-in sheet. |
| 1400 - Food Safety | V-1400 | Onsite storage violations were observed. Item in freezer was not dated. | Dispose of item, retrain staff on food safety/proper storage. For proof of compliance, upload the training agenda and sign-in sheet. |
| 1700 - Afterschool Snack | V-1700 | The fruit juice served during afterschool snack was a 1/2 cup serving. The fruit or vegetable component must be 3/4 cup. | Procure the proper portion size (6 fluid oz. - 3/4 cup) juice for the after school snack program. Upload Product Formulation Statement documentation along with Decembers Production Records for the after school snack program for proof of compliance. |