



**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

December 20, 2019

Mr. Edwin Jarnagin  
Grainger County Schools  
7850 Rutledge Pike  
Rutledge, TN 37861-0038

Dear Mr. Jarnagin:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Grainger County's National School Lunch Program and School Breakfast Program. This review was conducted the week of December 2, 2019, with the exit date of December 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 January 24, 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 Grainger 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,

Sandy Dawes  
State Director

**Grainger County (290)**

**Review ID: 1837**

**Exit Conference Date: 12/20/2019**

**Review Year:** 2019-2020

**Month of Review:** October

**Lead Reviewer:** Peter McNeilly

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

**SFA - Level Findings**

|  |        |  |   |
|--|--------|--|---|
| 800 - Civil Rights                       | V-0800 | On notification letters provided to the SA, that are sent to the household the incorrect short statement is on the letter. This is in addition to the correct full statement on a second page of the letter. | The SFA will remove the short statement from the notification letters home. The SFA will upload a copy of the notification letter to the corrective action. |
| 1000 - Local School Wellness Policy      | V-1000 | The SFA does not have an assessment of the local school wellness policy.   | Conduct an assessment of the local school wellness policy, and make it known to the public. Upload assessment to the corrective action.                     |
| 100 - Certification and Benefit Issuance | V-0100 | The SFA had errors on 3 applications. Application errors are listed on the SFA-1.  | Correct the status of each students on the eligibility document and meal counting system.   |

**Site - Level Findings: Rutledge Primary (0015)**

|                    |        |  |  |
|--------------------|--------|--|--|
| 1400 - Food Safety | V-1400 | The SFA did not have cooling logs for left overs in the walk in freezer.                             | The SFA will train managers on cooling and storing left over food as well as how to keep temperature logs. |
| 1400 - Food Safety | V-1400 | The SFA was not following the HACCP manual by not cooling food properly or keeping temperature logs. | Train the staff on the HACCP manual and how to maintain proper cooling and temperature logs.               |

**Site - Level Findings: Rutledge Middle (0023)**

|                          |        |   |   |
|--------------------------|--------|---|---|
| 500 - Offer versus Serve | V-0500 | The SFA was not allowing students to not take the main dish, the main dish was pre-plated for the students. | Retrain OVS to staff. Attach training agenda and sign in sheet to corrective action.  |
| 1400 - Food Safety       | V-1400 | The dry storage area had spices and flavorings dating back to 2010.   | The SFA will dispose of any out of date product and train managers about date tracking and food storage. Training logs will be uploaded to corrective action. |