



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 19, 2019

Mr. David McLain
Greene County Schools
910 West Summer Street
Greeneville, TN 37743-3016

Dear Mr. McLain:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Greene County School's National School Lunch Program and School Breakfast Program. This review was conducted the week of December 9, 2019, with the exit date of December 12, 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 February 7, 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 Greene 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,

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

Sandy Dawes
State Director

Greene County (300)

Review ID: 1389

Exit Conference Date: 12/12/2019

Review Year: 2019-2020

Month of Review: October

Lead Reviewer: Lindsay Baldwin

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

100 - Certification and Benefit Issuance	V-0100	One student was certified as homeless but there was no homeless documentation available to confirm the homeless status.	Change the status of the homeless student to reduced based on the income application provided, and upload a copy of the household notification letter.
800 - Civil Rights	V-0800	The Verification Adverse Action letter included the incorrect USDA Nondiscrimination Statement.	Replace the incorrect statement with the correct statement. Upload the updated Verification Adverse Action letter as proof of corrective action.
100 - Certification and Benefit Issuance	V-0100	One application was approved as free and should have been denied. One application was free and should have been reduced. One application could not be found and was changed from free to denied.	Change the status of the students and upload a copy of the notification letters showing the change of status.
100 - Certification and Benefit Issuance	V-0100	Two applications were certified as free categorically eligible due to a positive indication of having a case number. However, no case number was provided and the students are not on the direct certification lists.	Update the benefit issuance roster to change the students to free based on income instead of free categorically eligible.
100 - Certification and Benefit Issuance	V-0100	Two applications had household members that were not listed, but were included in the number of household members when the eligibility was determined.	Add the household members and upload copies of the applications after the household names have been added.

Site - Level Findings: Chuckey Doak Middle School (0025)

1400 - Food Safety	V-1400	1405: The SFA's food safety plan was not implemented. The staff were not cooling foods according to their Food Safety/HACCP SOP.	Retrain staff on Food Safety/HACCP Cooling Foods SOP. Upload training agenda, Cooling Foods SOP, training sign-in sheet and one week of cooling logs that contain properly cooled foods.
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Site - Level Findings: Chuckey-Doak High School (0028)

1100 - Smart Snacks in	V-1100	Items in the snack vending machines accessible to students during the school day contained items that did not meet the Smart	Remove items that are not Smart Snack compliant from all vending machines accessible to students during the school day. Upload a
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School		Snack requirements.	photo of the vending machines containing only Smart Snack compliant snack items.
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Site - Level Findings: Ottway Elementary (0075)

1400 - Food Safety	V-1400	There were not dates on the thermometer calibration logs to indicate that the thermometers were calibrated on a weekly basis according to the HACCP SOP.	Update the thermometer calibration log to add a column to write the date. Begin utilizing the updated thermometer calibration log, and upload one week's worth of completed calibration logs.
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