



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

Mr. Bobby Doyle
Hardeman County
10815 Old Highway 64
Bolivar, TN 38008-0112

Dear Mr. Doyle:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Hardeman County's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 3, 2020, with the exit date of February 5, 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 March 6, 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 Hardeman 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

Hardeman County (350)

Review ID: 1855

Exit Conference Date: 2/5/2020

Review Year: 2019-2020

Month of Review: December

Lead Reviewer: Peter McNeilly

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

SFA - Level Findings

800 - Civil Rights	V-0800	The civil rights complaint form did not have the correct nondiscrimination statement on the form.	Correct the statement on the bottom of the civil rights complaint form.
--------------------	--------	---	---

Site - Level Findings: Bolivar Elementary (0005)

1400 - Food Safety	V-1400o	The fruit in the cooler was not time stamped.	Time stamp the items in the cooler, and train staff on HACCP FIFO guidance.
1400 - Food Safety	V-1400	The health inspection reports were not visible to the general population.	The school will post the health inspection safety document in a location visible to the public

Site - Level Findings: Middleton Elementary (0035)

800 - Civil Rights	V-0800	The menu on display has wrong nondiscrimination statement on the bottom.	Correct the statement on the menus and upload a copy to the finding.o
1400 - Food Safety	V-1400	The sfa did not have cooling logs showing the process of cooling foods before they were frozen.	Train staff for procedures for cooling foods.