



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

February 7, 2020

Mr. Bill Spurlock
Rutherford County Schools
2240 Southpark Drive
Murfreesboro, TN 37128-5507

Dear Mr. Spurlock:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Rutherford County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of February 3, 2020, with the exit date of February 6, 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 9, 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 Rutherford 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

Rutherford County (750)

Review ID: 1847

Exit Conference Date: 2/7/2020

Review Year: 2019-2020

Month of Review: December

Lead Reviewer: Gary Gluch

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

200 - Verification	V-0200	A household was not given a 10 day advance notice before the decrease in benefits.	Train the verification official on the requirement of providing 10 days advance notice before decreasing benefits. Upload a copy of the agenda and sign-in sheet from the training in TMAC.
RMCR - Revenue From Nonprogram Foods	V-RMCR	The adult meal price of \$3.50 for the 2019-2020 school year is not compliant with FNS Instruction 782-5 Rev 1 guidance.	Increase the adult meal price to a minimum of \$3.80 to be compliant with FNS Instruction 782-5 Rev 1, Highest Student Paid Price + Paid Federal Reimbursement + Performance based Federal Reimbursement + Commodity Value Cents/Meal. (\$3.00+\$0.34+\$0.07+\$0.37=\$3.78 and round up to nearest nickel \$3.80. For proof of compliance, upload copy of board meeting minutes or district communication regarding the price change along with a screen shot of the POS system showing the price change.
1400 - Food Safety	V-1400	The SFA uses digital thermometers, but the calibrating thermometers SOP in the HACCP plan did not specify how to use them or the procedure for corrective action if the thermometer needs to be recalibrated.	Update the calibrating thermometers SOP to include information on digital thermometers. Upload a copy of the updated SOP.
200 - Verification	V-0200	The SFA did not provide a date for the households to request a hearing on the adverse action letter.	Train the verification officials on requirements of the adverse action letter, including the requirement that a hearing must be requested within the 10 calendar day advanced notice period. Upload an agenda and sign-in sheet in TMAC as proof that the training occurred.

Site - Level Findings: Rockvale (0075)

1400 - Food Safety	V-1400	The proper cleaning and sanitizing of cafeteria table tops is not being followed as outlined in the "Cleaning and Sanitizing Food Contact Surfaces" standard operating procedure (SOP).	Retrain cafeteria staff and field managers on the correct way to clean and sanitize the cafeteria tables. Upload training agenda and sign-in sheet as proof of compliance.
1400 - Food Safety	V-1400	Not monitoring dishwasher on a daily basis to ensure proper sanitizing temperature is being reached as outlined in the SOP for "Cleaning and Sanitizing Food Contact Surfaces" page 47 under the monitoring section.	Train all field supervisors and cafeteria managers on how to monitor the dishwasher to ensure that proper temperature using a hot water sanitizing machine is being met on a daily basis as outlined in the standard operating procedure (SOP). Upload a copy of the training agenda and sign-in sheet for proof of compliance.
400 - Meal Components and Quantities - Lunch	V-0400	The 2oz equivalent grain component was not being met with the Chicken Caesar Salad menu item as prepared at the school. The crouton recipe credits 2 grains, but the school was offering less than 1 grain when assembling the salad.	Retrain staff on the proper preparation of the crouton recipe to ensure adherence to the 2 grain equivalent requirement for the Chicken Caesar Salad and any other salads where croutons are being credited. Upload the training agenda and sign-in sheet for proof of compliance.

Site - Level Findings: Smyrna Primary (0100)

Infant and Pre-K Meal Pattern Checklist - Breakfast	V-IMPCB	Pre-K is not co-mingled with other students and therefore can't implement offer vs. serve.	Retrain staff on Pre-K Meal Pattern when not co-mingled. Upload agenda and sign-in sheet showing where training occurred.
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