



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

Dr. Vicki Kirk
West Tennessee School for the Deaf
100 Berryhill Dr.
Jackson, TN 38301-3769

Dear Dr. Kirk:

Please find attached the summary review of findings from the School Nutrition Program's 2019-20 fiscal year administrative review of West Tennessee School for the Deaf's School Lunch Program and School Breakfast Program. This review was conducted the week of November 11, 2019, with the exit date of November 15, 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 16, 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 West Tennessee School for the Deaf'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
School Nutrition Program

West Tennessee School For Deaf (960)

Review ID: 1858

Exit Conference Date: 11/15/2019

Review Year: 2019-2020

Month of Review: October

Lead Reviewer: Michael Bishop

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

200 - Verification	V-0200	Verification was not completed by November 15.	Review verification timelines with the lead reviewer. Verification must be completed by November 15. The Verification Report is due in TMAC by December 15.
1200 - Professional Standards	V-1200	Food safety training was not completed less than five years before hire date.	Complete food safety training. Upload a certificate of completion. Recommended training can be accomplished by completing ServSafe Manager training or Food Safety in Schools: ServSafe - https://www.servsafe.com/ServSafe-Manager/Buy-Manager-Products Food Safety in Schools - https://theicn.docebosaas.com/
100 - Certification and Benefit Issuance	V-0100	Households were not notified of eligibility and direct certification status.	Draft language to be included in next school year's student handbook that informs families of the necessity for eligibility notification letters, denial notifications, and direct certification notifications. Upload a copy in the Corrective Action Document. Households must be notified of their students' eligibility for free and reduced meal benefits, denial of benefits, and direct certification status, even if the school provides meals to all students at no charge.
100 - Certification and Benefit Issuance	V-0100	The SFA did not accurately transfer the correct benefit to the Point of Service document for five students.	Update the Point of Service document. Modify the October claim to reflect the corrected Point of Service document. Upload the corrected documents in the Corrective Action Document.