



**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 24, 2022

Mrs. Kim Worley  
Dyersburg City School District  
509 Lake Road  
Dyersburg, TN 38024-3816

Dear Director Worley:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Dyersburg City Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of February 7, 2022, with the exit date of February 8, 2022. 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, 2022. 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 Dyersburg City Schools 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

**Dyersburg City (231)**

**Review ID: 2099**

**Exit Conference Date: 2/9/2022**

**Review Year: 2021-2022**

**Month of Review: January**

**Lead Reviewer: Tami Simpson**

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

300 - Meal Counting and Claiming	V-0300	316, Variation 1: During the review period the meal counting documentation did not match the number of meals claimed. Error indicate meal counting and claiming addition error for the month of January by the school nutrition director. . .	316, CA: Implement a meal consolidation procedure that will ensure all meal counts are consolidated correctly. Upload a copy of the procedure to the Review Attachments module as evidence of compliance.
800 - Civil Rights	V-0800	803: The School Food Authority did not have a complaint procedure available for review.	803-CA: Create and upload a complaint procedure example.
1400 - Food Safety	V-1400	1400: a. Observed the SFA did not have a district-wide Food Safety plan or the plan did not contain the required elements. b. Observed a Food Safety plan or the plan did not contain the required elements at each school.	1400-CA: Upload a copy of a revised comprehensive food safety plan to include regulatory items required by 7 CFR 210.13. Include Standard operating procedures, menu items grouped according to process categories, critical control points, critical control points and critical limits, monitoring procedures, corrective actions procedures, recordkeeping procedures, and periodic program review.

**Site - Level Findings: Dyersburg Primary (0025)**

1400 - Food Safety	V-1400	1408: Observed selected relevant temperature logs were not available for review.	1408-CA: Retrain cafeteria staff on proper temperature logging procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a temperature log of each type of temperature log after corrective action has occurred to demonstrate compliance with standard operating procedure (SOP).
1400 - Food Safety	V-1400	1407: Observed the SFA's food safety plan was not properly implemented.	1407-CA: Update and provide a copy of a revised comprehensive food safety plan to include the regulatory items required by 7CFR 210.13.
500 - Offer versus Serve	V-0500	502: Observed signage was not displayed at the serving line to explain what constitutes as a reimbursable meal to students.	502-CA: Display signage at the serving line that explains what constitutes a reimbursable meal to students including the requirement to select 1/2 cup fruit or vegetable.