



**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

April 13, 2022

Shawn Kimble  
Lauderdale County  
P.O. Box 350  
Ripley, TN 38063-1533

Dear Director Kimble:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Lauderdale County's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 14, 2022, with the exit date of February 17, 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 May 13, 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 Lauderdale 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  
School Nutrition Program

**Lauderdale County (490)**

**Review ID: 2105**

**Exit Conference Date: 2/17/2022**

**Review Year: 2021-2022**

**Month of Review: December**

**Lead Reviewer: Audra Henderson**

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

800 - Civil Rights	V-0800	The most recent, updated Non-Discrimination Statement is not being used.	Modify nondiscrimination statements to reflect the most current version. Upload materials and/or the link with current NDS language.
1400 - Food Safety	V-1400	Copies of the Buy American exemption forms were not kept at the school level and all non-domestic items observed were not on the exemption form.	Make each school a copy of the Buy American exemption form to keep at the school level. Add items not on the current exemption list to the form. Upload a photo of the updated form on display at a school.
700 - Resource Management	V-0700	Documentation from the last three comptroller reports does not match figures reported on the annual financial reports submitted by the school nutrition supervisors.	Work with the comptroller to determine the reason for discrepancies in financial figures. Correct inaccuracies and revise financial reports to match comptroller figures. Upload documentation of discrepancies and a revised financial report.
300 - Meal Counting and Claiming	V-0300	The total lunch meal count for the review month of December was not correctly consolidated and claimed which resulted in a total of 23 lunches being overclaimed.	Make a claim adjustment to the December claim to correct the total number of lunches. Upload the claim adjustment summary to demonstrate that corrective action has been completed.
2100 - Special Provision Options	V-2100	Unable to see supporting documentation to verify all identified students selected for review.	Modify the community eligibility provision schedule in the application packet to reflect the verified number of students at each site.
900 - SFA On Site Monitoring	V-0900	Observed that a number of on-site monitoring forms were not signed and dated by a school representative.	Obtain school representative dates and signatures and upload signed forms to demonstrate compliance.
1400 - Food Safety	V-1400	Temperature logs were not available at all observed schools, specifically hot and cold holding. Thermometer calibration was not being conducted at least weekly. Internal cooking temps were not recorded a minimum of two times per item.	Retrain all staff on HACCP plan and SOPs. Upload an agenda and sign in sheet, as well as one week of temperature logs for hot and cold holding and internal cooking temperatures and two of thermometer calibration logs.

**Site - Level Findings: Ripley Middle School (0025)**

400 - Meal Components and	V-0400	Observed that signage explaining what constitutes a reimbursable breakfast was not displayed.	Create or purchase breakfast signage that explains what constitutes a reimbursable breakfast. Upload a photo of signage on display on or near the serving line.
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Quantities - Breakfast			
400 - Meal Components and Quantities - Lunch	V-0400	Observed that production records do not have leftover codes to demonstrate how leftovers were handled. Several leftover amounts are excessively high and could cause financial hardships.	Retrain staff on leftover usage codes and batch cooking to reduce overproduction and adequately show how leftovers were handled. Upload one week of production records showing leftover usage codes recorded and fewer leftovers.
400 - Meal Components and Quantities - Breakfast	V-0400	All observed students were not selecting the required fruit component.	Retrain staff on offer versus serve and reimbursable meals, specifically the mandatory fruit selection at breakfast. Upload documentation of offer versus serve and reimbursable meal training with agenda and sign in sheet.