



**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

March 17, 2022

Mr. John Combs  
Tipton County Schools  
P.O. Box 486  
Covington, TN 38019

Dear Director Combs:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Tipton County's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 28, 2022, with the exit date of March 2, 2022. The 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.

During the review, a finding in section **300: Meal Counting and Claiming** requires fiscal action due to unusually high lunch counts at one school, resulting in an overclaim in December. More details about this action will be forthcoming once corrective action is complete. All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than April 15, 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 further potential fiscal action.

Upon receipt of Tipton 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

**Tipton County (840)**  
**Review ID: 2113**  
**Exit Conference Date: 3/2/2022**

**Review Year:** 2021-2022  
**Month of Review:** December  
**Lead Reviewer:** Audra Henderson

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

**SFA - Level Findings**

1000 - Local School Wellness Policy

V-1000

Potential stakeholders were not notified of their ability to participate in the development, review, update and implementation of the Local School Wellness Policy.

Provide public announcements by social media, website or other media to provide an opportunity for interested persons to participate. Upload pictures, a web address or other documentation of outreach announcement.

800 - Civil Rights

V-0800

The Non-Discrimination Statement used was incorrect.

Update all program materials and include the most recent civil rights statement. Submit proof the statement has been updated by uploading materials with new non-discrimination statement.

1600 - School Breakfast and SFSP Outreach

V-1600

Observed that families were not informed of the availability of the School Breakfast Program prior to or at the beginning of the school year.

Update student handbook and/or school nutrition website to include breakfast availability information. Upload an updated student handbook and/or weblink to demonstrate compliance.

300 - Meal Counting and Claiming

V-0300

During the review period, there were unusually high meal counts which were not comparable to meal counts from similar menu days. This indicates issues with meal count reviews and claims.

Develop and implement a procedure for meal count reviews that will identify any unusual counts and how these counts will be investigated and resolved before a claim is submitted. Upload a copy of the procedure.

800 - Civil Rights

V-0800

The School Food Authority did not have a complaint procedure available for review.

Create and upload an SFA complaint procedure.

**Site - Level Findings: Atoka Elementary School (0004)**

1100 - Smart Snacks in School

V-1100

Observed fundraisers sold during the school day were not within the State-defined limit on fundraisers. Ice cream is sold daily in the cafeteria, which exceeds the limit, and some items are not smart snack compliant.

Stop selling non-compliant ice cream items immediately. Assess smart snack compliance for all ice cream items. Upload a list of ice cream items available for purchase. Upload the list of items and smart snack calculator compliance documentation for each item.