



November 25, 2024

Mrs. Stephanie Huskey  
Sevier County BOE  
226 Cedar Street  
Sevierville, TN 37862

Dear Director Huskey:

Please find attached the summary review of findings from the School Nutrition Program's 2024 - 2025 fiscal year administrative review of Sevier County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 18, 2024, with the exit date of November 21, 2024. 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, findings in section **100: Certification and Benefit Issuance** and section **1700: After School Special Provision Options** may require fiscal action due to inaccurate students benefits and snacks claim. 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 December 23, 2024. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me to discuss the 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 fiscal action.

Upon receipt of Sevier 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,

A handwritten signature in black ink that reads "Joshua Nunnally". The signature is written in a cursive, flowing style.

Joshua Nunnally  
State Director of School Nutrition  
Tennessee Department of Education School Nutrition Program

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**Sevier County (780)****Review ID: 3666****Exit Conference Date: 11/21/2024****Review Year: 2024-2025****Month of Review: October****Lead Reviewer: Audra Barron**

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

RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the School Food Authority did not assess its compliance with the Revenue from Nonprogram Foods requirements.	Complete the Nonprogram Revenue Toolkit and use other means to determine compliance with USDA NPR requirements. Upload a copy of documentation to demonstrate compliance.
100 - Certification and Benefit Issuance	V-0100	Observed that there were a student approved as direct certification foster but should have been approved as free based on income.	Correct student eligibility from DC foster to free based on income. Upload letter sent to household to inform of new eligibility status.
1000 - Local School Wellness Policy	V-1000	All of the minimum required elements were not included in the wellness policy.	Update the Wellness Policy to include all required elements. Upload the updated Wellness Policy.
100 - Certification and Benefit Issuance	V-0100	Found that there were four students who were incorrectly issued benefits. One student's application was processed as reduced and should have been denied. One student's application was processed as free and should have been denied. One application with two students was incomplete and needed a signature.	Correct all benefits that were initially processed incorrectly. Obtain the signature on the missing application. Upload the completed application, as well as, the three letters to show that the benefits have been changed and the date of the new eligibility status.
1000 - Local School Wellness Policy	V-1000	Determined the results of the assessment were not made public.	Post the assessment on the SFA website or distribute the results of the assessment in some way. Upload the web address for the assessment or upload documentation of the distribution of the assessment.

**Site - Level Findings: Catlettsburg Elementary (0013)**

1700 - Afterschool Snack	V-1700	Observed that snacks served in the Review Period did not meet meal pattern requirements. Production records showed that each snack claimed for reimbursement did not meet the 2 component per student requirement, which resulted in meal counts not being counted and claimed correctly.	Upload one week of production records that indicate the required components were served to demonstrate compliance.
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**Site - Level Findings: Pigeon Forge Intermediate (0043)**

500 - Offer versus Serve	V-0500	Observed signage was not displayed at the serving line to explain what constitutes as a reimbursable meal to students.	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. Upload a photo of signage on display on or near the serving line.
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented regarding jewelry.	Retrain all staff on the SOP regarding jewelry. Attach a copy of the agenda and sign in sheet to show training was conducted.
400 - Meal Components and Quantities - Breakfast	V-0400	Observed planned menu quantities did not meet the minimum meal pattern requirements for the review period, specifically grains.	Plan menus to serve students the required minimum weekly amount of ounces. Train staff on the daily and weekly grain minimums and what are required to take to meet the meal pattern. Upload a copy of the revised menus, as well as, the training agenda and sign in sheet.
1400 - Food Safety	V-1400	Observed selected relevant temperature logs were not available for review.	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).

**Site - Level Findings: Pigeon Forge High (0046)**

1100 - Smart Snacks in School	V-1100	Observed Smart Snacks sold during the school day do not meet Smart Snack standards.	Discontinue selling items that do not meet Smart Snack requirements. Upload invoice showing non-compliant items have not been ordered.
1100 - Smart Snacks in School	V-1100	Observed snacks in the vending machines sold during the school day do not meet Smart Snack standards.	Ensure all items sold in vending machines are smart snack compliant OR remove vending machines OR turn off vending machines during the school day. Upload picture to show compliance.