



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

CANDICE MCQUEEN
COMMISSIONER

July 19, 2018

Mr. Tim Haney
Trenton Special Schools
201 West 10th Street
Trenton, TN 38382

Dear Director Haney:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Trenton Special's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 22, 2018, with the exit date of January 25, 2018. 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 will 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 system 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 29, 2018. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. 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 Trenton Special'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,

Jody Baruth,

State Director
School Nutrition Program

Trenton SSD (273)

Review ID: 842

Exit Conference Date: 1/25/2018

Review Year: 2018

Month of Review: December

Lead Reviewer: Jane Crawford

| Area | Findings ID | Finding Description | Required Corrective Action |
|------|-------------|---------------------|----------------------------|
|------|-------------|---------------------|----------------------------|

SFA - Level Findings

| | | | |
|--|--------|---|---|
| 100 - Certification and Benefit Issuance | V-0100 | One student determined as reduced by application was transferred to roster as free. | Update student status and notify household of change in status. Upload copy of letter to household on change in status and a copy of the roster change for this student eligibility update. |
|--|--------|---|---|

Site - Level Findings: Peabody High School (0005)

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|--|--------|--|---|
| 1100 - Smart Snacks in School | V-1100 | Snacks available to students during the school day in vending machines were not Smart Snack compliant. Potato chips sold ala carte in the cafeteria were also not smart snack compliant. | Contact the vending machine company and have noncompliant snacks replaced with items that are compliant. Also update the chip rack in the cafeteria so that all items are smart snack compliant. Upload photos of smart snack compliant foods in the three vending machines and on the chips sales rack as a demonstration of compliance with this finding. |
| 400 - Meal Components and Quantities - Breakfast | V-0400 | Four meals at breakfast counted as reimbursable did not have all the required food items. | Retrain staff on food items required for a breakfast to be counted as reimbursable. Upload copies of the training agenda and sign in sheet for staff on reimbursable meals as documentation of compliance. |



BILL LEE
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NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

September 9, 2019

Mr. Tim Haney
Trenton Special Schools
201 West 10th Street
Trenton, TN 38382

Dear Director Haney:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Trenton Special's Seamless Summer Option conducted on June 21, 2018. 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 will 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 system 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 August 3, 2018. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. 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 Trenton Special'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

Trenton SSD (273)

Review ID: 1598

Exit Conference Date: 6/29/2018

Review Year: 2017-2018

Month of Review: June

Lead Reviewer: Audra Henderson

| Area | Findings ID | Finding Description | Required Corrective Action |
|------|-------------|---------------------|----------------------------|
|------|-------------|---------------------|----------------------------|

SFA - Level Findings

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|-------------------------------|--------|--|---|
| 1800 - Seamless Summer Option | V-1800 | Monitoring of sites has not been completed. Some forms are missing signatures, students served, and other information. | Complete all monitoring forms to include missing information. Upload the completed forms for review. |
| 1800 - Seamless Summer Option | V-1800 | Free meals at the library, an open site, were not advertised. | Advertise availability of free meals at the library. Upload website and Facebook links to show advertising. |

Site - Level Findings: Trenton Elementary (0015)

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|-------------------------------|--------|--|--|
| 1800 - Seamless Summer Option | V-1800 | Production records and other supporting meal documentation indicated that required quantities were not offered. Product documentation did not match production records. Minimum daily amounts were inadequate for largest age/grade group served each day. | <p>Upload five consecutive days of production records and product documentation for each menu item on the production record, including nutrition fact labels, CN Labels, Product Formulation Statements, USDA Food Fact Sheets, standardized recipes, and any other product documentation as applicable. All product documentation must support the creditable component portion size on the production record.</p> <p>Insufficient quantities were offered for the following menu items: Beans, Peas, Legumes vegetable subgroup was missing for the week of May 29-June 1 and June 4-8.</p> <p>Rich's Pork BBQ was served in a 2 ounce spoodle. Product documentation shows that 2 ounces of this product equals .5 ounce equivalent M/MA and is inadequate for the daily minimum amount of grains on June 18.</p> |
| 1800 - Seamless Summer Option | V-1800 | Food safety inspection not in a publicly visible location. | Move health inspection to a visible location and upload a photo of the new location. |
| 1800 - Seamless Summer Option | V-1800 | Food safety procedures are not being followed properly. | Follow the SFA's HACCP plan and provide documentation of thermometer calibration, up-to-date cooler and freezer temperature logs, holding temperature logs, transporting temperature logs, and cooling temperature logs. Remove boxes from freezer floor to be elevated a minimum of 6 inches from the floor. Upload photos of correct storage practices. Ensure staff are following the personal hygiene, specifically jewelry, policy. Retrain staff on the HACCP plan. Upload training documentation. |
| 1800 - Seamless Summer Option | V-1800 | Water is not being offered to students during breakfast and lunch. | Offer water to participants. Upload a photo of water availability. |