



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

November 9, 2017

Mrs. Kim Trantham, Director
Frontier Health, Incorporated
433 New Beasonwell Rd
Kingsport, TN 37660-2767

Dear Mrs. Trantham:

Please find attached the summary review of findings from the School Nutrition Program's 2017-18 fiscal year administrative review of Frontier Health's National School Lunch Program and School Breakfast Program. This review was conducted the week of October 23, 2017, with the exit date of October 25, 2017. 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 for Frontier Health shall be documented, supported, and listed in the "Compliance" section in TMAC no later than November 24, 2017. 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 Frontier Health'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 closing letter review within 30 calendar days.

If you have any questions or concerns, please contact Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

Frontier Health, Inc. (R300)

Review ID: 672

Exit Conference Date: 10/25/2017

Review Year: 2018

Month of Review: September

Lead Reviewer: Peter McNeilly

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

1200 - Professional Standards	V-1200	The SFA has not used a tracking tool to track employee training hours. The SFA had agendas and sign in sheets for meetings and trainings, but did not have a tracking tool to consolidate training hours.	Create and submit a professional standard training tracking tool.
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Site - Level Findings: Crossing Point (0011)

1400 - Food Safety	V-1400	The SFA has not completed a complete thermometer calibration log. While the SFA was performing the thermometer calibration every week, the SFA was not keeping a log of when calibration was needed.	Begin documenting weekly and as needed thermometer calibration. Attach two weeks of calibration logs to document compliance.
400 - Meal Components and Quantities - Breakfast	V-0400	The SFA has not completed pull sheets on a daily basis and did not keep a record of what is being pulled from inventory to produce meals.	Complete a week of pull sheets and upload pull sheets as evidence of compliance. .
400 - Meal Components and Quantities - Lunch	V-0400	The SFA has not completed pull sheets on a daily basis and did not keep a record of what is being pulled from inventory to produce meals.	Complete a week of pull sheets and upload them as evidence of compliance.