



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

March 3, 2017

Mr. Tony Seal, Director
Hancock County Schools
418 Harrison Street
P.O. Box 629
Sneedville, TN 37869-0629

Dear Mr. Seal:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Hancock County's National School Lunch Program and School Breakfast Program. This review was conducted the week January 9, 2017, with the exit date of February 17, 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 Hancock County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than March 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 Hancock 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 Quache Spencer or me at (800) 354-3663.

Sincerely,

A handwritten signature in cursive script that reads "Phyllis M. Hodges".

Phyllis Hodges, State Director

Hancock County (340)
Review ID: 540
Exit Conference Date: 2/17/2017

Review Year: 2017
Month of Review: September
Lead Reviewer: Leslea Colquitt

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

1200 - Professional Standards	V-1200	SFA was not tracking professional standards.	Implement a process for tracking professional standards. Upload documentation (Word, Excel, etc.) of tracking process.
2100 - Special Provision Options	V-2100	The SFA documentation of the ISP did not support the ISP submitted at the beginning of the school year. There was one student, from the high school, that was not found to be directly certified. The enrollment numbers were also incorrect.	Recalculate ISP. Documentation upload not necessary.
300 - Meal Counting and Claiming	V-0300	Edit checks were not being done.	Begin edit checks. These must be done monthly before the claim for reimbursements are submitted. Upload documentation of monthly edit checks. This may be the SA worksheet or a document developed locally.
700 - Resource Management	V-0700	Starting balance and income from 2015-16 Financial Report did not match the income	Investigate why there is a discrepancy. Once the discrepancy is resolved, contact state office.

		and fund balance (as of July 1, 2016) in the 2016 State of Tennessee Comptroller's Annual Report for the County	Upload documentation necessary to resolution of the discrepancy.
800 - Civil Rights	V-0800	The menu posted on the elementary school's website did not have the non-discrimination statement.	Ensure all materials, including websites, have the current non-discrimination statement. Provide link to website with current non-discrimination statement.
Resource Management Comprehensive Review	V-RMCRF	The SFA is charging 3.00 for adult lunch and 1.75 for adult breakfast. These prices are not sufficient according to FNS instruction 782-5 revision 1.	Raise adult meal prices as outlined in the FNS guidance. Upload documentation of the price increase.
Resource Management Comprehensive Review	V-RMCRF	SFA was not in compliance using the nonprogram revenue (NPR) tool. \$39.00 is needed for compliance.	Raise prices to ensure compliance with NPR tool. Upload evidence of price increase.

Site - Level Findings: Hancock County Elementary (0020)

1100 - Smart Snacks in School	V-1100	Foods sold to students during the school day in the LEA run school store do not meet Smart Snack standards.	Procure smart snack compliant items to sell in the school store OR open the school store for no more than 20 days per semester, which will follow the state of TN fundraiser exemption. Upload evidence demonstrating compliance. Upload documentation (copies of smart snack calculator print outs showing items are compliant) of compliant items sold in the school store OR upload statement signed
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			by principal stating the school store will only open 20 days a semester.
1400 - Food Safety	V-1400	SFA served peaches from China. SFA did not have an exception list for non-domestic produce.	Request a full list of Buy American exceptions from your vendor or request a domestic alternative. Attach Buy American exception list that includes peaches or attach domestic alternative.
1500 - Reporting and Recordkeeping	V-1500	Breakfast production records were not being completed or maintained.	Begin completing and keeping breakfast production records immediately. Upload a week of completed breakfast production records.
1700 - Afterschool Snack	V-1700	The claim for the review month was under claimed by 15.	Implement a plan to ensure counting and claiming is correct. Upload the plan.
1700 - Afterschool Snack	V-1700	Grain items were insufficient and not whole grain. Juice served was 4 oz.	Procure whole grain items that are at least 1 oz. equivalent. Fruit component must be 3/4 cup, so juice must be 6 oz. Upload a week's worth of production records and crediting documentation to prove grain items are whole grain and 1 oz. equivalent. Upload documentation showing 6 oz. juice is served or upload menu showing juice is no longer served.
1900 - Fresh Fruit and Vegetable Program (FFVP)	V-1900	FFVP is not publicized within the school at all.	Acquire signage to advertise the FFVP and place around the school. Take and upload pictures of signage throughout the school.
300 - Meal Counting and Claiming - Breakfast	V-0300	The special education teacher came through the line with six breakfasts for her students that were in	Count meals at the point of service. District uploaded documentation

		the classroom. These meals were entered into the POS before the students received them.	on-site
400 - Meal Components and Quantities - Breakfast	V-0400	The breakfast signage did not instruct students to take fruit.	Post signage that explains what constitutes a reimbursable meal. District corrected finding on site and provided documentation
400 - Meal Components and Quantities - Breakfast	V-0400	The biscuit, Danish, muffin and French toast sticks are not whole grain and the SFA does not have a waiver.	Procure whole grain items and upload documentation proving the items are whole grain.
400 - Meal Components and Quantities - Breakfast	V-0400	There were no breakfast production records.	SFA was allowed to create production records for the week of review using pull sheets and crediting documentation. Upload one week of production records from a week in March.
400 - Meal Components and Quantities - Lunch	V-0400	The biscuit and garlic toast were not whole grain. SFA does not have a waiver.	Procure whole grain items. Upload documentation to prove items are whole grain.
600 - Dietary Specifications and Nutrient Analysis	V-0600	Full fat mayonnaise and salad dressings were used. Only one low fat dressing was found in the storeroom.	Procure low fat mayonnaise and salad dressings. Upload evidence of compliance.
600 - Dietary Specifications and Nutrient Analysis	V-0600	Trans fat was found in several items: nacho cheese sauce, pudding and margarine.	Procure items with zero trans-fat. Upload documentation to prove items have zero trans-fat.