



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

LIZZETTE REYNOLDS
COMMISSIONER

January 30, 2024

Dr. Tommy Arnold
Jefferson County Schools
1221 Gay Street
Dandridge, TN 37725-0190

Dear Dr. Arnold:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Jefferson County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of January 16, 2024, with the exit date of January 26, 2024. The attached 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.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than March 1, 2024. During this timeframe, if you identify 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 fiscal action.

Upon receipt Jefferson 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,

Bill Byford
State Director of School Nutrition
School Nutrition Program

Jefferson County (450)

Review ID: 3623

Exit Conference Date: 1/26/2024

Review Year: 2023-2024

Month of Review: December

Lead Reviewer: Leslea Miller

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

800 - Civil Rights	V-0800	Observed the School Food Authority's complaint procedure does not comply with the requirements of FNS 113-1.	Revise complaint procedure to meet the requirements of FNS 113-1 and upload the revised procedure as evidence of compliance.
100 - Certification and Benefit Issuance	V-0100	Observed three students' applications were in error.	Correct errors. Upload documentation of changes.

Site - Level Findings: Talbott Elementary (0055)

300 - Meal Counting and Claiming - Breakfast	V-0300	Observed meal counts for one group of students, taken by roster, were counted on the roster sheet before the students received them.	Train cafeteria staff on proper counting claiming procedures. Upload a copy of the agenda and roster as evidence of compliance.
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