



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

Mr. Tim Blankenship, Director
Monroe County Schools
205 Oak Grove Road
Madisonville, TN 37354-1407

Dear Mr. Blankenship:

Please find attached the summary review of findings from the School Nutrition Program's 2017-18 fiscal year administrative review of Monroe County'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 27, 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 Monroe County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than November 30, 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 Monroe 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 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

Monroe County (620)
Review ID: 736
Exit Conference Date: 10/27/2017

Review Year: 2018

Month of Review: August

Lead Reviewer: Jasmine Taylor

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

1400 - Food Safety	V-1400	Although there was a food safety plan at the district level, there was no food safety plan available at the elementary school when requested. A food safety plan must be available at each school.	<p>Provide a food safety plan for the reviewed elementary school and maintain a copy of the plan at the school.</p> <p>Provide evidence of the food safety plan at the site level.</p> <p>Upload the plan for the reviewed elementary school as evidence of compliance.</p>
700 - Resource Management	V-0700	Fund Balances, Revenues and Expenses for school year 2015-2016 (last audit report available for review) at the Food School Authority (SFA) level did not match the Local Education Agency (LEA) financial report and annual audit report.	<p>Investigate the discrepancies to determine the variances. Once completed, notify the state agency of the differences so the appropriate adjustments can be made to the 2015-16 financial report.</p> <p>Upload documentation demonstrating compliance.</p> <p>Upload a procedure to ensure that the financial information corresponds accurately moving forward.</p>
700 - Resource Management	V-0700	Paid lunch prices for 2016-17 did not meet the current requirements. The SFA opted not to raise lunch prices despite having completed the Paid Lunch Equity (PLE) tool.	<p>Increase the paid lunch prices to meet the current requirements using the PLE tool.</p> <p>For proof of compliance, attach a copy of the menu price setup page in your POS system.</p>
800 - Civil Rights	V-0800	Although a training was conducted, the current Civil Rights training did not include	Conduct a Civil Rights training that includes the required topics.

		the USDA required topics.	Upload documentation that the revised Civil Rights training that was conducted.
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Site - Level Findings: Madisonville Primary (0025)

1400 - Food Safety	V-1400	The items in the cooler and freezer were not dated as stated in their written food safety plan. There was no standard operating procedure (SOP) in place for transporting food from the cafeteria to the classrooms to serve breakfast in the classroom to students.	<p>Date items in the freezer and cooler as outlined in the site's written food safety plan and upload proof of compliance.</p> <p>Develop a standard operating procedure for transporting food from the cafeteria to the classrooms to serve breakfast in the classroom to students and upload proof of SOPs.</p> <p>Upload a copy of the SOP.</p>
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Site - Level Findings: Vonore Elementary (0055)

1400 - Food Safety	V-1400	The thermometer calibration, cooling and dishwasher logs were not available for review.	<p>Begin maintaining required logs. Retrain cafeteria staff on proper logging procedures;</p> <p>Attach an agenda and signed roster of trainees as documentation that this training has occurred.</p> <p>Also attach a week of cooling logs, dishwasher logs and two weeks of thermometer calibration logs as documentation that proper logging procedures are in place.</p>
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