



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 2, 2017

Mrs. Cheryl Cole, Director
Van Buren County Schools
293 Sparta Street
Spencer, TN 38585

Dear Mrs. Cole:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Van Buren County's National School Lunch Program and School Breakfast Program. This review was conducted the week February 13, 2017, with the exit date of February 16, 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 Van Buren County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than March 17, 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 Van Buren 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

Van Buren County (880)

Review ID: 548

Exit Conference Date: 2/16/2017

Review Year: 2017

Month of Review: January

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 professional standards tracking tool supplied by the SFA does not have the hiring date, the position of the employee (full time/part time), and what training what held.	Submit a professional standard tracking tool that contains all of the required components.
800 - Civil Rights	V-0800	The SFA did not have the non-discrimination statement on appropriate program materials. On the school's website the SFA provides menus for parents and students to view, and the menus on the school's website does not have the non-discrimination statement.	Ensure the USDA's non-discrimination statement is up loaded to the school's website, and is on any program material that will be available for parents and students to view. Upload examples of program material with the correct non-discrimination statement included.

Site - Level Findings: Spencer Elementary School (0030)

1100 - Smart Snacks in School	V-1100	Documentation for smart snack compliance was not kept for review by the SA. The SA reviewed a small sample of items sold by the SFA and all items reviewed were compliant.	Upload documentation showing 10% of the items sold for a la carte are smart snack compliant.
1700 - Afterschool Snack	V-1700	The SFA has not completed the required on site monitoring tool for the after school snack program.	Compete the after school snack program on site monitoring form. Upload the completed form to demonstrate compliance.

400 - Meal Components and Quantities - Breakfast	V-0400	The school food authority (SFA) does not have signage explaining what constitutes as a reimbursable meal is to the students. The SFA has some nutrition decorations and education painted on the walls but it does not explain what a reimbursable meal is to the students.	Place signage in the cafeteria that explains what constitutes a reimbursable meal. Upload documentation that shows the signage has been placed in the cafeteria.
400 - Meal Components and Quantities - Lunch	V-0400	The school food authority (SFA) does not have signage explaining what constitutes as a reimbursable meal is to the students. The SFA has some nutrition decorations and education painted on the walls but it does not explain what a reimbursable meal is to the students.	Place signage in the cafeteria that explains what constitutes a reimbursable meal. Upload documentation that shows the signage has been placed in the cafeteria.
500 - Offer versus Serve	V-0500	The school food authority (SFA) does not have signage explaining what reimbursable meal is to the students. The SFA has some nutrition decorations and education painted on the walls but it does not explain what a reimbursable meal is to the students.	Ensure there is signage explaining what constitutes a reimbursable meal, including the requirement of selecting a 1/2 cup fruit or vegetable. Provide documentation that signage has been placed up in the cafeteria.