



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

December 19, 2018

Mr. Danny Song
Believe Memphis Academy
1250 Vollintine Ave
Memphis, TN 38107

Dear Director Song:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Believe Memphis' National School Lunch Program and School Breakfast Program. This review was conducted the week of November 28, 2018, with the exit date of November 30, 2018. 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 shall be documented and supported in the "Compliance" section in TMAC no later than January 4, 2019. 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 Believe Memphis' 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,

A handwritten signature in blue ink that reads "Dr. Sandy Dawes".

Sandy Dawes
State Director, School Nutrition Program

Believe Memphis Academy (C020)

Review ID: 1693

Exit Conference Date: 11/30/2018

Review Year: 2019

Month of Review: September

Lead Reviewer: Peter McNeilly

Area	Findings ID	Finding Description	Required Corrective Action
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Site - Level Findings: Believe Memphis Academy Charter School (8350)

1400 - Food Safety	V-1400	Food safety requirements were not met. Food temperatures for hot and cold items served for breakfast were not being recorded.	Train staff on the proper procedures for recording food temperatures, and upload documentation, such as a temperature log or production record, that demonstrates temperatures are being recorded.
400 - Meal Components and Quantities - Lunch	V-0400	The minimum daily serving of grain was not met on the day of the review. 0.75 ounces was served instead of the required 1 ounce.	Revise the menu to meet daily and weekly grain requirements. Upload documentation, such as production records, to demonstrate revisions were made to meet meal pattern requirements.