



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

CANDICE MCQUEEN
COMMISSIONER

July 3, 2018

Dr. Joe Miller
Claiborne County Schools
1403 Tazewell Road
Tazewell, TN 37879

Dear Director Miller:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Claiborne County's National School Lunch Program and School Breakfast Program. This review was conducted the week of December 4, 2017, with the exit date of December 7, 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 shall be documented and supported in the "Compliance" section in TMAC no later than March 9, 2018. 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 Claiborne 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,

Jody Baruth,

State Director
School Nutrition Program

Claiborne County (130)

Review ID: 742

Exit Conference Date: 12/7/2017

Review Year: 2018

Month of Review: October

Lead Reviewer: Lindsay Baldwin

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

300 - Meal Counting and Claiming	V-0300	The SFA indicated that they were operating the after school snack program at nine of their schools, but they were not operating the program at any of the schools.	Update the application packets for each site to remove the after school snack programs at the nine schools that indicate they are operating the after school snack program.
800 - Civil Rights	V-0800	There was no written local procedure for receiving and processing Civil Rights violation complaints.	Develop a local written Civil Rights complaint procedure. Upload a copy of that procedure into TMAC.
900 - SFA On Site Monitoring	V-0900	The number of eligible students and actual meal counts were not included on any of the on-site monitoring forms.	Document the number of eligible students and actual meal counts for the date of the on-site monitoring at each location. Upload page 2 of the on-site monitoring form that has the eligible students and meal counts for the 3 reviewed schools.
Resource Mgt Comprehensive Review	V-RMCRF	The SFA did not complete the costing portion for the non-program revenue tool for the 5 day reference period.	Complete the costing portion of the non-program revenue tool for the 5 day reference period. Upload a copy of the completed non-program revenue tool for the 5 day reference period.

Site - Level Findings: Cumberland Gap High School (0093)

1100 - Smart Snacks in School	V-1100	The Dining area vending machine contained beverages that did not meet the Smart Snack regulations.	Replace non-compliant beverages with beverages that meet the Smart Snack regulations. Upload a photo of compliant vending machine.
1400 - Food Safety	V-1400	Production temperature logs were not kept in accordance	Retrain cafeteria manager and staff on the Cooking Time/Temperature Control for

		with the SOP for Cooking Time/Temperature Control for Safety foods located the site's HACCP manual. The SOP requires 2 temps logged for every batch of TCS food prepared. Production temp logs only show one temperature entry for each menu item.	Safety Foods SOP, located in the site HACCP manual. Begin recording temps correctly. Upload a copy of the training agenda and sign-in sheets into TMAC. Also upload into TMAC, one week of correct Production Temperature logs.
1400 - Food Safety	V-1400	Cooling logs were not being kept.	Retrain cafeteria manager and staff on the Cooling Time/Temperature for Safety Foods SOP, located in the site's HACCP manual. Begin using cooling temperature logs in accordance with the SOP. Upload into TMAC a week of correct Cooling logs.
1400 - Food Safety	V-1400	There was not a Buy American waiver for non-domestic juice available.	Obtain a Buy American waiver for non-domestic juice. Upload a copy of that waiver into TMAC.

Site - Level Findings: Soldiers Memorial Middle (0105)

1100 - Smart Snacks in School	V-1100	The school concession stand that is open daily to students during the school day was selling an ice cream that does not meet the Smart Snack in School guidelines.	Discontinue the sale of the non-compliant item. Upload to TMAC a photo of the ice cream box, showing that item is no longer for sale to students during the school day.
1400 - Food Safety	V-1400	Production temperature logs were not kept in accordance with the SOP for Cooking Time/Temperature Control for Safety foods located the site's HACCP manual. The SOP requires 2 temps logged for every batch of TCS food prepared. Production temp logs only show one temperature entry for each meat or dairy item daily. Temps were not being taken for non meat/dairy food items, like vegetables.	Retrain cafeteria manager and staff on the Cooking Time/Temperature Control for Safety Foods SOP, located in the site HACCP manual. Begin recording temps correctly. Upload a copy of the training agenda and sign-in sheets into TMAC. Also upload into TMAC, one week of correct Production Temperature logs.
1400 - Food Safety	V-1400	Cooling logs and Dry storage logs were not being kept.	Retrain cafeteria manager and staff on the Cooling Time/Temperature for Safety Foods

			SOP, and the Storage SOP, both are located in the site's HACCP manual. Begin using cooling temperature logs and dry storage logs in accordance with the respective SOP's.
1400 - Food Safety	V-1400	There was not a Buy American waiver for non-domestic canned peaches available.	Obtain a Buy American waiver for non-domestic canned peaches. Upload a copy of that waiver into TMAC.

Site - Level Findings: Claiborne High School (0110)

1100 - Smart Snacks in School	V-1100	The Dining area vending machine and one of the hall vending machines both contained beverages that did not meet the Smart Snack regulations.	Replace non-compliant beverages with beverages that meet the Smart Snack regulations. Upload a photo of compliant vending machines.
1400 - Food Safety	V-1400	One employee was observed picking up the mozzarella cheese sticks to serve them to students without gloves on.	Retrain employees on the SOP for proper glove use. Upload a copy of the SOP and sign-in sheet as proof that the training has occurred.
1400 - Food Safety	V-1400	Dish machine temperatures were not were not being documented.	Begin documenting dish machine temperatures on the Dish Machine Temp log located in your school's HACCP manual. Upload one week of documented dish machine temperature logs into TMAC.
1400 - Food Safety	V-1400	The times were not documented on the temperature logs for the dry storage area, freezers, and refrigerators.	Document the times that temperatures are taken and record them on the appropriate temperature log. Upload one week's worth of temperature logs as proof of compliance.
1400 - Food Safety	V-1400	Buy American exception waiver documentation for canned peaches and orange juice that were not domestic products was not available.	Obtain Buy American exception waiver documentation for non domestic canned peaches and orange juice. Upload copies of documents into TMAC.
300 - Meal Counting and Claiming - Breakfast	V-0300	There were four meals that were being taken to another classroom for the CDC students, but the teacher entered their PIN numbers before taking them down to the classroom.	Create a roster for the teacher to use to check the student's names off upon receipt of the reimbursable meal. Upload a copy of the roster.