



**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

July 5, 2018

Dr. Bryan Johnson  
Hamilton County Schools  
3074 Hickory Valley Road  
Chattanooga, TN 37421

Dear Director Johnson:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Hamilton County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 27, 2017, with the exit date of December 1, 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 April 13, 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 Hamilton 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

**Hamilton County (330)**

**Review ID: 746**

**Exit Conference Date: 12/1/2017**

Review Year: 2018

Month of Review: September

Lead Reviewer: Phyllis Hodges

| Area | Findings ID | Finding Description | Required Corrective Action |
|------|-------------|---------------------|----------------------------|
|------|-------------|---------------------|----------------------------|

**SFA - Level Findings**

|                                     |        |   |   |
|-------------------------------------|--------|---|---|
| 1000 - Local School Wellness Policy | V-1000 | The updated Wellness Policy did not contain all required elements, including standards for all foods and beverages provided, but not sold, to students, and policies for food and beverage marketing. | Submit a plan of action to have the wellness policy updated to include a procedure that addresses the missing requirements. The plan of action must have specific dates that the updated policy/procedure will be board approved and finalized. |
| 700 - Resource Management           | V-0700 | Starting balance and income on the 2015-16 Financial Report did not match the income and fund balance (as of July 1, 2016) in the 2016 State of Tennessee Comptroller's Annual Report for the County. | Investigate the discrepancies to determine the correct figures and contact the state agency to correct the financial report in TMAC. Upload a copy of the corrected financial report.   |
| 800 - Civil Rights                  | V-0800 | Some program materials did not include the required civil rights statement.   | Update program materials to include the required civil rights statement.  |

**Site - Level Findings: East Ridge High (0070)**

|                               |        |  |   |
|-------------------------------|--------|--|---|
| 1100 - Smart Snacks in School | V-1100 | All items in vending machine did not meet smart snack compliance guidelines. | Remove any non-compliant items from the vending machines and upload a photo of the vending machine without these items as documentation of corrective action. |
| 1400 - Food Safety            | V-1400 | One product was out of compliance with Buy American regulations.             | Upload updated waiver that includes all non-American products.  |