



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 21, 2018

Dr. Chris Marczak
Maury County Schools
501 West 8th Street
Columbia, TN 38401

Dear Director Marczak:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Maury County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 26, 2018, with the exit date of November 29, 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 December 31, 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 Maury 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,

Sandy Dawes
State Director, School Nutrition Program

Maury County (600)

Review ID: 1130

Exit Conference Date: 11/29/2018

Review Year: 2019

Month of Review: September

Lead Reviewer: Gary Gluch

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

100 - Certification and Benefit Issuance	V-0100	Certification and benefit issuance requirements were not met. Four students in the review sample were incorrectly approved for benefits.	Change the status of each student on the benefit issuance document and send the households a notice of benefit change. Upload copies of each notification letter and a print out from point of sale (POS) to indicate the status has been revised as proof of compliance.
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Site - Level Findings: Marvin Wright Elementary (0053)

800 - Civil Rights	V-0800	Civil rights requirements were not met. On the day of review, students were segregated by gender in the dining area during the lunch period. Students were required to sit at each table alternating by gender.	Provide training to the dining area monitors and/or staff program to ensure benefits are made available to all children without discrimination. For proof of compliance, upload a training roster, training agenda, and letter of affirmation from the school principal or director of schools indicating this procedure has been discontinued.
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Site - Level Findings: Riverside Elem (0070)

1400 - Food Safety	V-1400	Cafeteria staff were not properly cooling hot foods. Sausage from breakfast was being cooled, uncovered, in the freezer.	Retrain staff on proper cooling and storage operating procedures. Upload a copy of the agenda and training roster for proof of compliance.
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1400 - Food Safety	V-1400	Food safety requirements were not met as the "Handling a Food Recall" standard operating procedure was not implemented. Recalled romaine lettuce was found in the refrigerator on the day of review.	Retrain cafeteria staff on proper procedures for handling food recalls. For proof of compliance, attach an agenda and training roster as documentation that the training has occurred.
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Site - Level Findings: Whitthorne Middle (0100)

1700 - Afterschool Snack	V-1700	Afterschool snack meal counting procedures were not followed. During the review period, documentation indicated that snacks were counted and claimed based upon meals prepared rather than meals served.	Retrain staff on meal counting procedures, and upload agenda and training roster to demonstrate compliance.
1700 - Afterschool Snack	V-1700	Afterschool snack meal component requirements were not met. 92 snacks claimed for reimbursement during the review period did not meet the two component per student requirement.	Retrain staff on meal pattern requirements, and upload an agenda and training roster to demonstrate compliance.

Site - Level Findings: Spring Hill Middle (0105)

1400 - Food Safety	V-1400	Food safety requirements were not met. Digital thermometers were not being calibrated.	Train staff on calibrating thermometers. Upload an agenda and training roster to demonstrate compliance.
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