



November 22, 2024

Mr. Clint Baker  
Meigs County Schools  
345 N. Main St.  
Decatur, TN 37322-1039

Dear Director Baker,

Please find attached the summary review of findings from the School Nutrition Program's 2024-25 fiscal year administrative review of Meigs County School's National School Lunch Program and School Breakfast Program. This review was conducted the week of October 28, 2024, with the exit date of November 1, 2024. 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 must 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 district improve the program. They are also available in the "Compliance" section in TMAC.


During the review, a finding in section **2100: Special Provision Options** requires fiscal action due to a change in the community eligibility claiming percentage and findings in section **300: Meal Counting and Claiming** require fiscal action due to meal counting and claiming procedures. The specific amount of fiscal action will be determined after the required corrective actions are complete.

Each finding has been assigned one of three due dates, determined by the complexity of the required corrective action. All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than either December 20, 2024, January 31, 2025, or March 7, 2025. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me to discuss the next steps. 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 further fiscal action.

Upon receipt of Meigs County School'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,



Joshua Nunnally  
State Director of School Nutrition  
Tennessee Department of Education School Nutrition Program

**Meigs County (610)**

**Review ID: 3669**

**Exit Conference Date: 11/1/2024**

**Review Year:** 2024-2025

**Month of Review:** September

**Lead Reviewer:** Frankie Norton

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

2100 - Special Provision Options	V-2100	Observed that the SFA over reported the number of Identified Students by three.	Ensure all students identified as DC are correctly identified in the software program or paper lists. Adjust data in TMAC to reflect correct data. Amend any submitted claims for reimbursement.
100 - Certification and Benefit Issuance	V-0100	Observed that the direct certification notification letter was not sent to directly certified households.	Use the USDA direct certification notification template to develop a compliant notification letter. Send the letter to all households who have directly certified students. Upload a copy of a sent letter as evidence of compliance.
1000 - Local School Wellness Policy	V-1000	Determined the results of the assessment were not made public.	Post the assessment on the SFA website or distribute the results of the assessment to the public in some way. Upload the web address for the assessment or upload documentation of the distribution of the assessment as evidence of compliance.
1600 - School Breakfast and SFSP Outreach	V-1600	Observed the families were not informed of the availability and location of free meals for students via the Summer Food Service Program.	Develop a flyer to be distributed at or near the end of the school year informing households where they can get free summer meals. Create a calendar reminder to distribute the flyer before the school year ends. Upload a copy of the flyer and calendar reminder as evidence of compliance.
300 - Meal Counting and Claiming	V-0300	Observed that there were no policies and procedures to address incomplete / non-reimbursable meals.	Develop a policy and accompanying procedure to establish how incomplete, non-reimbursable meals will be handled. Distribute the policy in writing to all households and school staff. Train the school nutrition staff responsible for identifying and counting reimbursable meals on the procedure. Upload a copy of the policy, procedure, training agenda, sign in sheet as evidence of compliance.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the School Food Authority did not assess its compliance with the Revenue from Nonprogram Foods requirements.	Assess compliance with the requirements of revenue from nonprogram foods by completing the USDA Nonprogram Revenue Calculator. Upload a copy of the calculator and supporting documentation as evidence of compliance.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the adult lunch/breakfast meal price was not sufficient to cover the overall cost of the meal.	Raise the adult breakfast meal price to cover the overall cost of the meal per FNS Instruction 782-5. Upload documentation to demonstrate compliance.
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	Observed utilities for schools, salaries for school bookkeepers, and the SN Supervisor salary were being partially paid for with school nutrition funds without methodology to quantify exactly how much energy was utilized to prepare meals or time was spent	Stop charging the nonprofit school foodservice fund for a portion of utilities at the schools without a separate meter to determine the exact amount of energy used to prepare meals. Develop a method to track the amount of time spent conducting non-school nutrition duties for all employees paid from the nonprofit school foodservice fund who have duties in areas other than school nutrition. And upload a copy of the trackers and a copy of the next utility bills being paid fully from the

		conducting school nutrition duties.	general fund as evidence of compliance.
800 - Civil Rights	V-0800	The School Food Authority did not have a complaint procedure available for review.	Develop a Civil Rights procedure and complaint form that informs program participants how they can file a civil rights complaint and staff members how to receive and document civil rights complaints. Upload copy of the procedure and form to TMAC to as evidence of compliance.
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	Observed that there were no physical controls to ensure funds do not get lost or stolen at the reviewed school.	Implement a policy establishing the use of physical controls to ensure funds do not get lost or stolen. Provide physical controls in accordance with the policy. Train relevant staff on the policy and the use of physical controls. Upload a copy of the training agenda, sign in sheet and a photo of the physical control as evidence of compliance.
300 - Meal Counting and Claiming	V-0300	The school food authority (SFA) was not following their approved site application.	Update the Site application to indicate the correct counting and claiming method.
300 - Meal Counting and Claiming	V-0300	During the review period, schools were not counting and claiming meals correctly. Meals were claimed based on production records, not the number of meals served to students.	Implement a counting and claiming procedure to ensure the claims are accurately filed. Provide training to all staff who have access to enter claims or meal count data. Maintain training agenda and dated sign in sheet. Upload a copy of the procedure and training documentation to the Review Attachments module as evidence of compliance.
1000 - Local School Wellness Policy	V-1000	Observed all potential stakeholders were not informed of the opportunity participate in the development, review, update, and implementation of the Local School Wellness Policy.	Create a policy to ensure all potential stakeholders are informed of the opportunity participate in the development, review, update, and implementation of the Local School Wellness Policy. Distribute the policy to all potential stakeholders. Upload a copy of the policy and communication to stakeholders as evidence of compliance.
300 - Meal Counting and Claiming	V-0300	Observed the SFA did not conduct an attendance adjusted edit check prior to submission of the monthly claim.	Create a process that ensures an attendance adjusted edit checks are conducted each month before filing the monthly claim for reimbursement. Complete an attendance adjusted edit check before filing monthly claims for reimbursements. Upload a copy of the process and an attendance adjusted edit check for the month of November as evidence of compliance.

#### Site - Level Findings: Meigs South (0005)

400 - Meal Components and Quantities - Lunch	V-0400	Observed recipes, production records and other supporting documentation did not provide enough information to indicate if the required quantities of food were served to support the number of meals claimed.	Update production records to the latest TDOE Production Record Toolkit. Ensure the cycle menu is reflected on the production record templates. Update recipes to provide an accurate ingredient list, instructions, portion size and crediting information. Train cafeteria managers and staff on how to use recipes and properly document food production to support the claim for reimbursement.
800 - Civil Rights	V-0800	Observed the USDA "And Justice for All" poster displayed for program recipients was the outdated version. Observed the preschool classrooms did not have an "And Justice for All" poster displayed even though the preschool children are served all meals in the classroom and never enter the cafeteria.	Remove the incorrect poster and replace it with the correct one. Post the correct AJFA poster in the PK classrooms. Take pictures of the posters and upload as evidence of compliance.
500 - Offer versus Serve	V-0500	Observed that the cafeteria staff had not been trained on Offer Versus Serve (OVS).	Provide Offer Versus Serve training to cafeteria staff and upload the training agenda and sign in sheet for documentation of compliance.
400 - Meal Components and Quantities - Lunch	V-0400	Observed planned menu quantities did not meet the meal pattern requirements for the review period for the dark green vegetable subgroup due to options within a fresh vegetable cup recipe and lack of crediting information.	Update the fresh vegetable cup recipe to provide clear instruction on which vegetable options staff must use to ensure crediting of the correct subgroup amount according to the menu plan. Upload a copy of the updated fresh vegetable cup recipe as evidence of compliance.

500 - Offer versus Serve	V-0500	Observed Offer Versus Serve (OVS) was not properly implemented by reviewed school on the day of review. The cashier was not effectively encouraging the students to take a fruit component with their meal, resulting in many meals not claimed as reimbursable. The point of sale was not well defined within the serving line setup, causing confusion for the students and opportunities for the cashier to miss viewing trays.	Train relevant staff on the proper implementation of Offer Versus Serve and how to properly encourage students to take all required components to make a reimbursable meal. Rearrange the serving line to establish a clear point of sale where meals are checked for compliance and counted. Upload the training agenda and sign in sheets as evidence of compliance.
300 - Meal Counting and Claiming - Breakfast	V-0300	Observed meal counts were not based on the number of meals served to students. Meals were counted and claimed using production records.	Implement a meal count procedure that will accurately count, record, consolidate and claim the number of meals served to students. Train relevant staff on the new procedure. Upload a copy of the meal count procedure, training documentation and a month of correct meal count documentation as evidence of compliance.
400 - Meal Components and Quantities - Breakfast	V-0400	Observed that the school has not offered the planned preschool menu for the review period.	Train the cafeteria manager to know the preschool meal pattern and follow the preschool menu. Upload a copy of the training agenda and a copy of the sign in sheet as evidence of compliance.
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Retrain cafeteria staff on all temperature related standard operating procedures, including calibrating thermometers. Attach the training agenda and sign-in sheets as evidence of compliance.
400 - Meal Components and Quantities - Breakfast	V-0400	Observed planned menu did not meet the whole grain requirement for the review period.	Revise the menu or products being used to ensure the whole grain requirement is met each week. Upload a copy of the menu and accompanying whole grain crediting documentation as evidence of compliance.
1400 - Food Safety	V-1400	Observed selected relevant temperature logs were not available for review.	Train cafeteria staff on proper temperature logging procedures including how to calibrate thermometers and cool foods properly. Attach the training agenda and sign-in sheets as documentation that this training has occurred. Upload completed copies of cooking, holding, and cooling logs as well as thermometer calibration logs as evidence of compliance.
Infant and Pre-K Meal Pattern Checklist - Breakfast	V-INFA	Observed that two meals served to Pre-K students did not contain the fruit component.	Train cafeteria manager on the Preschool meal pattern and meal service requirements. Upload a copy of the agenda and training roster as evidence of compliance.
300 - Meal Counting and Claiming - Breakfast	V-0300	The observed meal counts did not yield a correct for the day of the review. Meals being served to students in classrooms were counted without proper meal count documentation.	Implement a meal count procedure that will accurately count, record, consolidate and claim the number of meals served to students. Train relevant staff on the new procedure. Upload a copy of the meal count procedure, training documentation and a month of correct meal count documentation as evidence of compliance.
300 - Meal Counting and Claiming - Lunch	V-0300	Observed meal counts were not based on the number of meals served to students. Meals were counted and claimed using production records.	Implement a meal count procedure that will accurately count, record, consolidate and claim the number of meals served to students. Train relevant staff on the new procedure. Upload a copy of the meal count procedure, training documentation and a month of correct meal count documentation as evidence of compliance.
400 - Meal Components and Quantities - Breakfast	V-0400	Observed recipes, production records and other supporting documentation did not provide enough information to indicate if the required quantities of food were served to support the number of meals claimed.	Update production records to the latest TDOE Production Record Toolkit. Ensure the cycle menu is reflected on the production record templates. Update recipes to provide an accurate ingredient list, instructions, portion size and crediting information. Train cafeteria managers and staff on how to use recipes and properly document food production to support the claim for reimbursement.