



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 3, 2018

Mr. John English
Unicoi County Schools
100 Nolichucky Avenue
Erwin, TN 37650

Dear Director English:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Unicoi County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 13, 2017, with the exit date of November 16, 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 January 12, 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 Unicoi 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

Unicoi County (860)

Review ID: 776

Exit Conference Date: 11/16/2017

Review Year: 2018

Month of Review: October

Lead Reviewer: Leslea Colquitt

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

100 - Certification and Benefit Issuance	V-0100	There were 5 reviewed students on three applications in error.	Reprocess applications and change to reflect correct benefits. The SFA corrected all applications.
100 - Certification and Benefit Issuance	V-0100	Denial letters did not include a statement informing parents that they can reapply for benefits anytime during the school year.	Update denial letters to include the statement informing parents they can reapply for benefits anytime during the school year.
200 - Verification	V-0200	The verification selection letter did not include a number the household can use to contact the SFA at no cost.	Add a number for the household to contact the SFA at no cost. This may be a toll free number or a way to reverse the charges.
800 - Civil Rights	V-0800	Multiple program materials did not have the correct Non-Discrimination statement included.	Update all materials to include the correct nondiscrimination statement.
900 - SFA On Site Monitoring	V-0900	The second page of the form, the readily observable areas, was not completed. The meal counting and claiming portion was completed.	Complete the entire form for the 17-18 school year.
Resource Mgt Comprehensive Review	V-RMCRF	The SFA did not calculate compliance with revenue from non program food requirements.	Use a five consecutive day reference period to calculate compliance with non program revenue.

Site - Level Findings: Love Chapel Elementary (0015)

1700 - Afterschool Snack	V-1700	The snack program was not monitored within the first thirty days of operation.	Monitor the snack program immediately.
400 - Meal Components and Quantities - Lunch	V-0400	Beans, Peas, Legumes subgroup was insufficient.	Serve 2/3 cup of baked beans to equal 1/2 cup credit.
400 - Meal Components and Quantities - Lunch	V-0400	There were a few high school students served at this school. The high school meal pattern was not being fully met. The grain component was insufficient one day and the red/orange and other vegetable subgroups were also insufficient.	Ensure the 9-12 meal pattern is being met for high school students being served at the school.

Site - Level Findings: Rock Creek Elementary (0025)

400 - Meal Components and Quantities - Lunch	V-0400	The field trip lunch did not contain the minimum amount of vegetable. Only 1/2 cup was given.	Provide 3/4 cup vegetable when packing lunches for field trips.
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