



March 27, 2025

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

Dear Director English:

Please find attached the summary review of findings from the School Nutrition Program's 2024–25 fiscal year administrative review of Unicoi County's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 10, 2025, with the exit date of March 12, 2025. 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 **1700: Afternoon Snack** requires fiscal action due to errors in counting and claiming procedures. More details about this action will be forthcoming once corrective action is complete. All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than April 21, 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 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,

A handwritten signature in black ink that reads "Joshua Nunnally". The signature is written in a cursive style.

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

Unicoi County (860)

Review ID: 3657

Exit Conference Date: 3/14/2025

Review Year: 2024-2025

Month of Review: February

Lead Reviewer: Lynsey Paul

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

RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the invoice for catering event did not include labor of school nutrition personnel.	Create an invoice for the unbilled school nutrition labor and have the LEA's general fund reimburse the nonprofit school food service account. Also, create a procedure detailing how all costs to the nonprofit school food service account will be recouped when catering events. Upload a copy of the invoice, evidence of payment from the general fund, and a copy of the procedure as evidence of compliance.
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Site - Level Findings: Unicoi Elementary (0040)

1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented. Individual cans not in the case were not marked with the date they were received as stated in the receiving deliveries Standard Operating Procedure.	Ensure all individual items in the stock area are properly date-marked. Retrain staff members on the receiving deliveries SOP to include the requirement for date marking individual items removed from the original case. Upload a copy of the agenda, the training roster, and a photo showing items that are now date-marked as evidence of compliance.
1700 - Afterschool Snack	V-1700	Observed the number of afterschool snacks were underclaimed due to typographical errors.	Create an internal procedure at the SFA level to check the number of afterschool snacks entered into the nutrition software with the actual meal count documentation to ensure the manual data entries are correct before the claim for reimbursement is filed. File a claim revision for the month of February to capture corrected meal counts. Upload a copy of the internal procedure as evidence of compliance.