



**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

October 12, 2018

Dr. Linda Cash  
Bradley County Schools  
800 South Lee Hwy  
Cleveland, TN 37311

Dear Director Cash:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Bradley County's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 16, 2018, with the exit date of April 19, 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 May 28, 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 Bradley 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,

Lori Paisley

Executive Director, Healthy Schools

**Bradley County (060)**

**Review ID: 845**

**Exit Conference Date: 4/19/2018**

Review Year: 2018

Month of Review: March

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	One application was processed incorrectly.	Reprocess application and send the household an adverse action letter. Upload the corrected application and adverse action letter.
100 - Certification and Benefit Issuance	V-0100	The notification letter for directly certified students did not contain all of the required elements. The letter must inform households there is no need for an application, to let the SFA know of other students living in the household and to notify the SFA if the household does not wish to receive benefits.	Update the directly certified letter to include all of the required elements and upload the updated letter.
100 - Certification and Benefit Issuance	V-0100	The benefits for one directly certified student in the benefit issuance sample could not be verified.	Change the student's status on the benefit issuance document and send adverse action letter. Upload the updated adverse action letter.
200 - Verification	V-0200	The SFA's notice of adverse action did not contain all of the required information. The letter did not state the household has 10 days to file an appeal.	Update the adverse action letter to include all required information and upload the updated letter.

300 - Meal Counting and Claiming	V-0300	The SFA was not implementing OVS for kindergarten at Oak Grove Elementary but their site application indicated OVS was being implemented for kindergarten.	Update the site application for Oak Grove and submit for state agency approval.
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**Site - Level Findings: Oak Grove Elementary (0060)**

1400 - Food Safety	V-1400	Cooling logs did not indicate food was cooled to 41 or below.	Re-train cafeteria staff on proper cooling log documentation requirements. Upload one week of cooling logs after corrective action has occurred.
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