



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

November 5, 2018

Mr. Troy Kilzer
Chester County Schools
970 East Main Street
Henderson, TN 38340

Dear Director Kilzer:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Chester 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 20, 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 June 15, 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 Chester 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

Chester County (120)

Review ID: 809

Exit Conference Date: 4/20/2018

Review Year: 2018

Month of Review: March

Lead Reviewer: Audra Henderson

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

100 - Certification and Benefit Issuance	V-0100	Five students from the free and reduced sample pool that were approved for benefits by a household application were miscategorized.	Notify households of benefit change and upload notification letters to demonstrate compliance.
1000 - Local School Wellness Policy	V-1000	The student wellness board policy did contain all required content of USDA's local school wellness policy final rule. It did not address policies for food and beverage marketing, did not designate responsibility for the Local School Wellness Policy, and did not have an appropriate assessment.	Update the wellness policy to include all missing elements and upload the modified policy to demonstrate compliance.
1200 - Professional Standards	V-1200	A part-time employee did not meet the professional standards training requirements.	Develop a basic food safety training plan for substitute employees, and upload the training plan as corrective action.
1400 - Food Safety	V-1400	The written food safety plan did not reflect the current Tennessee food law.	Update the food safety plan and train staff on new procedures. Upload sign-in sheets and agenda to demonstrate compliance.
200 - Verification	V-0200	One application was verified incorrectly.	Send a letter of adverse action to the household and upload a copy of the letter as corrective action.

700 - Resource Management (2018)	V-0700	The SFA's expenses in their most recent audit report did not match the expenses reported to the state agency.	Investigate the difference, and upload documentation of your findings. Also, contact the state agency to correct their financial report.
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Site - Level Findings: Chester County Middle School (0005)

1400 - Food Safety	V-1400	The process for cooling hot foods was not implemented properly. Temperature logs did not indicate that food was cooled below 42 degrees.	Train staff on cooling hot foods. Upload an agenda and sign in sheet to demonstrate compliance.
1400 - Food Safety	V-1400	The initial temperature of cold foods were not recorded. Instead, Time as a Public Health Control (TPHC) was being utilized but no standard operating procedure (SOP) for TPHC was available.	Develop a TPHC SOP and train staff on the procedure. Upload the training agenda and sign in, along with one week of temperature logs to demonstrate compliance.
1400 - Food Safety	V-1400	Food items in the freezer were stored on the floor.	Move all freezer items six inches off the floor and upload of picture demonstrating corrective action has occurred.
400 - Meal Components and Quantities - Lunch	V-0400	The weekly grain requirement of 8 ounces for the menu reviewed from the review period was not met. Only 7.5 ounces of grain were offered.	Modify the reviewed menu to increase the grain offering and upload production record(s) of days where modifications were made.

Site - Level Findings: Chester County Junior High (0010)

1400 - Food Safety	V-1400	Temperature logs did not indicate that food was held or cooled properly. Cooling logs were not available for review. No holding or end temperatures were recorded; Only the cooked temperature was documented.	Train staff on the proper method of recording temperatures. Upload an agenda and sign in sheet to demonstrate compliance.
1400 - Food Safety	V-1400	First-in First-out was not implemented. Receive date for food in the dry storage was not available.	Train staff on the receiving standard operating policy. Upload an agenda and sign in sheet to demonstrate compliance.