



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 18, 2018

Mr. Matt Eldridge
Clay County Schools
520 Brown Street
Celina, TN 38551

Dear Director Eldridge:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Clay County's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 16, 2018, with the exit date of January 25, 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 February 19, 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 Clay 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

Clay County (140)

Review ID: 805

Exit Conference Date: 1/25/2018

Review Year: 2018

Month of Review: November

Lead Reviewer: Stephanie Dyer

Area	Findings ID	Finding Description	Required Corrective Action
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Site - Level Findings: Hermitage Springs School (0020)

1400 - Food Safety	V-1400	Food items were located on the freezer floor and should have been six inches off the floor per HACCP plan.	Raise all food items six inches off the floor and take a picture for corrective action.
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