



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

December 19, 2018

Mr. Robert Mullins
Crockett County Schools
102 North Cavalier Drive
Alamo, TN 38001

Dear Director Mullins:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Crockett County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 26, 2018, with the exit date of November 29, 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 January 25, 2019. 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 Crockett 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 blue ink that reads "Dr. Sandy Dawes".

Sandy Dawes
State Director, School Nutrition Program

Crockett County (170)

Review ID: 1185

Exit Conference Date: 11/29/2018

Review Year: 2019

Month of Review: October

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	Certification and benefit issuance requirements were not met. Six students in the review sample were incorrectly approved for benefits.	Change the status of each student on the benefit issuance document and send the households a notice of benefit change. Upload the letter to demonstrate compliance.
700 - Resource Management	V-0700	2017-18 revenues and expenditures were not tracked accurately. The annual revenues and expenses reported to the state agency did not match the comptroller's annual financial report nor the districts year-end financial reports.	Investigate the discrepancies and upload documentation that reflects the difference. Also, contact the state agency and request applicable revisions.

Site - Level Findings: Maury City Elementary (0040)

1400 - Food Safety	V-1400	Food safety requirements were not met. Cooling logs were not available for review.	Retrain cafeteria staff on proper procedures for cooling hot foods. To demonstrate compliance, upload a training agenda, training roster, and cooling logs for one week after corrective action has occurred.
Infant and Pre-K Meal Pattern Checklist - Breakfast	V-IMPCB	Pre-K breakfast requirements were not met. Offer versus serve (OVS) was being implemented for milk and juice, but OVS is not allowable for pre-K students.	Train staff on pre-K meal service requirements and revise meal service to reflect this training. Upload agenda and training roster to demonstrate compliance.