



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

LIZZETTE REYNOLDS
COMMISSIONER

November 20, 2023

Dr. Danny Weeks
Dickson County Schools
817 North Charlotte Street
Dickson, TN 37055-1008

Dear Dr. Weeks:

Please find the attached summary review of findings from the School Nutrition Program's 2023-2024 fiscal year administrative review of Dickson County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of November 13, 2023, with the exit date of November 16, 2023. The attached 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.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than December 21, 2023. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me to discuss 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 fiscal action.

Upon receipt Dickson 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,

Bill Byford
State Director of School Nutrition
School Nutrition Program

Dickson County (220)

Review ID: 3636

Exit Conference Date: 11/16/2023

Review Year: 2023-2024

Month of Review: October

Lead Reviewer: Gary Gluch

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

SFA - Level Findings

1200 - Professional Standards	V-1200	Observed the School Food Authority is not tracking training hours.	Implement changes to current tracking document to include professional standards codes and length of the training by topic. Upload the tracker to verify compliance.
700 - Resource Management	V-0700	Observed that adult meals were being furnished to district employees that do not qualify per FNS Instruction 782-5.	Discontinue current practice and upload a copy of the approved General Waiver Flexibility Request Form identifying custodians as the non-school nutrition program adults that can receive a meal.
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	Observed that TMAC beginning fund balance and total revenues did not match the financial statement totals.	Provide the necessary beginning fund balance and revenue documentation to the compliance director in order to revise the financial report in TMAC.
100 - Certification and Benefit Issuance	V-0100	Observed three applications that were approved incorrectly.	Correct the applications and student status. Upload copies of the household letters to show where the status has changed.
1000 - Local School Wellness Policy	V-1000	An assessment was not conducted.	Ensure the wellness policy assessment is conducted by the Healthy School Team in each school. The team holds meetings during the school year to assess needs and oversee planning and implementation of school health efforts as outlined in school board policy. As proof of compliance, upload the completed assessment.

Site - Level Findings: Centennial Elementary School (0008)

1400 - Food Safety	V-1400	Observed outdated spices in the dry storage area.	Discard spices and complete the discard log. Upload a copy of the discard log.
1100 - Smart Snacks in School	V-1100	Observed items that were being sold in the cafeteria that were not Smart Snack compliant.	Remove items from a la carte line and order guide. Upload a copy of the order guide to show where the items have been removed.

Site - Level Findings: Dickson Elementary (0020)

1100 - Smart Snacks in School	V-1100	Observed items that were being sold in the cafeteria that were not Smart Snack compliant.	Remove items from a la carte rack and order guide. Upload a copy of the order guide to show that the items have been removed.
1400 - Food Safety	V-1400	Observed outdated spices and seasonings in dry storage. Inconsistent dating of products in coolers, freezers, and dry storage.	Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration, and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained and upload a copy of the discard log for the spices and seasonings.
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Retrain cafeteria staff on proper cleaning of food preparation/contact surfaces process; Proper handwashing; Proper setup and use of 3-compartment

			sink; Hot holding temperatures. Attach an agenda and sign-in sheets of trainees as documentation that this training has occurred to demonstrate compliance with standard operating procedure (SOP).
--	--	--	---

Site - Level Findings: Dickson Middle School (0023)

1100 - Smart Snacks in School	V-1100	Observed that items were being sold that did not meet Smart Snack standards.	Remove items from a la carte line and order guide. Upload a copy of the order guide to show where the items have been removed.
-------------------------------	--------	--	--