



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

April 7, 2017,

Mr. David McLain, Director
Greene County
910 West Summer Street
Greeneville, TN 37743-3016

Dear Mr. McLain:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Greene County's National School Lunch Program, School Breakfast Program and Afterschool Snack Program. This review was conducted the week of March 13, 2017, with the exit date of March 17, 2017. 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.

During the review, findings in section **100: Certification and Benefit issuance and 1700: Afterschool Snacks require** fiscal action. An explanation of the findings is included in the attached review summary. All corrective actions for Greene County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than April 21, 2017.

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 further potential fiscal action.

Upon receipt of Greene 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 Quache Spencer or me at (800) 354-3663.

Sincerely,



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

A handwritten signature in cursive script that reads "Phyllis M. Hodges".

Phyllis Hodges, State Director

Greene County (300)
Review ID: 1163
Exit Conference Date: 3/17/2017

Review Year: 2017

Month of Review: February

Lead Reviewer: Leslea Colquitt

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

SFA - Level Findings

100 - Certification and Benefit Issuance	V-0100	Not all selected applications were correctly approved. Five applications were miscategorized and three applications were missing. There were also eleven applications with social security errors.	Notify households of status changes for miscategorized and missing applications within 10 days of updating applications with the correct status. Upload a copy of the notification letter sent to households of miscategorized and missing applications.
1600 - School Breakfast and SFSP Outreach	V-1600	Families were not informed of the availability and location of free summer meals.	Make families aware of the availability and location of free summer meals. Create and upload a summer meal outreach document that will be provided to families.
700 - Resource Management	V-0700	Starting balance and income from 2015-16 Financial Report did not match the income and fund balance (as of July 1, 2016) in the 2016 State of Tennessee Comptroller's Annual Report for the County	Investigate why there is a discrepancy. Once the discrepancy is resolved, contact the School Nutrition central office. Upload documentation necessary to prove resolution.

Site - Level Findings: Chuckey Elementary (0020)

1700 - Afterschool Snack	V-1700	Afterschool snack requirements were not being met. There are no counts for February.	Begin keeping snack counts immediately. Upload one month of completed afterschool counts as documentation of compliance.
1700 - Afterschool Snack	V-1700	The Afterschool Snack Program began February 1, and was not monitored within the first four weeks of operation.	Monitor the snack program immediately and upload the monitoring form.

Site - Level Findings: Doak Elementary (0035)

1700 - Afterschool Snack	V-1700	The Afterschool Snack Program began February 1, and was not monitored within the first four weeks of operation.	Monitor the snack program immediately and upload the monitoring form.
1700 - Afterschool Snack	V-1700	There was no non-discrimination poster displayed where students received snack.	Display a non-discrimination poster where students receive snack and upload a picture as evidence of compliance.

Site - Level Findings: North Greene High School (0070)

1100 - Smart Snacks in School	V-1100	There were non-compliant items in the Local Education Agency (LEA) operated vending machine.	Remove non-compliant items or ensure the vending machine is turned off from midnight the night before to 30 minutes after the school day ends. Upload documentation to prove non-compliant items are in the vending machine or the vending machine is turned off during the school day.
400 - Meal Components and Quantities - Breakfast	V-0400	There was no breakfast signage explaining what constitutes a reimbursable meal displayed for students to view.	Display breakfast signage instructing students how to select a reimbursable meal. Upload the picture of the signage as evidence that the School food Authority corrected



Department of
Education

			the finding on site.
--	--	--	----------------------