



**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 2, 2016

Mr. Jessie Kinsey, Director  
Grundy County  
1376 Main Street  
P.O. Box 97  
Altamont, TN 37301-0097

Dear Mr. Kinsey:

Please find attached the summary review of findings from the School Nutrition Program's 2015-16 fiscal year administrative review of Grundy County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 7, 2016, with the exit date of November 11, 2016. 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 sections **2100: Special Provision Options** and **500: Offer versus Serve** require fiscal action. An explanation of the findings is included in the attached review summary. All corrective actions for Grundy County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 31, 2016.

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 Grundy 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.



**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

If you have any questions or concerns, please contact Quache Spencer or me at (800) 354-3663.

Sincerely,

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

Phyllis Hodges, State Director

**Grundy County (310)**

**Review ID: 543**

**Exit Conference Date: 11/11/2016**

Review Year: 2017

Month of Review: September

Lead Reviewer: Chris Crutcher

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

**SFA - Level Findings**

2100 - Special Provision Options	V-2100	Site documentation did not support the approved identified student percentage (ISP) of 59.37%. Four students were incorrectly identified as directly certified, and one student was counted twice. Of the four students incorrectly identified, Medicaid was used to determine eligibility for three of them. Tennessee does not participate in the demonstration project to evaluate direct certification with Medicaid, and these students are not eligible. The other student was determined eligible by application, which does not meet the definition of direct certification.	Contact the state agency to adjust the ISP from 59.37% to 59.14%. Attach a screenshot of the revised ISP to demonstrate compliance.
700 - Resource Management	V-0700	701: Starting balance, income, and expenses from the 2014-15 financial report did not match the 2015 State of Tennessee Comptroller's Annual Report. The starting balance differed by \$62,388, the income differed by \$295, and the expenses differed by \$18.	Investigate the discrepancy and attach documentation outlining the difference so the state agency can make appropriate adjustments to the 2014-15 financial report.

Resource Management Comprehensive Review	V-RMCRF	The adult meal price charged at lunch was not sufficient to cover the overall cost of the meal. \$3.25 was being charged, but \$3.46 should have been charged based on the calculation outlined in FNS Instruction 782-5 Rev. 1.	Increase the adult meal price charged at lunch and attach documentation to validate compliance.
--	---------	--	---

**Site - Level Findings: Grundy County High School (0025)**

1400 - Food Safety	V-1400	1405: The SFA's food safety plan was not implemented. On the day of review, the holding temperature of the biscuits served for second chance breakfast was not taken before service.	Retrain cafeteria staff on proper procedures for serving hot foods; attach an agenda and signed roster of trainees as documentation that this training has occurred. Also, attach a hot holding temperature log after corrective action has occurred to demonstrate compliance with SOP.
1400 - Food Safety	V-1400	1406: Five temperature logs for the 2016-17 school year were not available for review. No receiving, cooling, thermometer calibration, dry storage, nor dishwasher logs were available. A similar finding was documented on a previous review in 2014.	Retrain cafeteria staff on proper temperature logging procedures; attach an agenda and signed roster of trainees as documentation that this training has occurred. Also, attach a temperature log of each type after corrective action has occurred to demonstrate compliance with SOP.
400 - Meal Components and Quantities - Lunch	V-0400	402: The minimum daily grain component was not met at the additional meal kiosk. The minimum daily grain required for grades 9 through 12 is 2 ounces, but the Bosco stick served and planned on the day of review was only 1 ounce. A similar finding was documented on a previous review in 2014.	Discontinue the use of the additional meal kiosk for reimbursable meals and convert the kiosk to sell snacks that are smart snack compliant. Attach a picture of the kiosk after corrective action has occurred and attach documentation for smart snacks that are being sold.
500 - Offer versus Serve	V-0500	500: Offer versus Serve was not implemented correctly. On the day of review, one meal was observed with an insufficient portion of grain through the additional meal	Retrain cafeteria staff on offer versus serve; attach an agenda and signed roster of trainees as documentation that this training has occurred.

		kiosk, but was counted as complete.	
--	--	-------------------------------------	--

**Site - Level Findings: Tracy Elementary (0065)**

1400 - Food Safety	V-1400	1405: The SFA's food safety plan was not implemented. The SFA's HACCP plan specifies that hand washing must occur in between handling money and handling ready-to-eat foods. On the day of review, the cashier was observed restocking mandarin oranges on the lunch line without washing her hands after handling money at the cash register.	Retrain cafeteria staff on the handwashing SOP; attach an agenda and signed roster of trainees as documentation that this training has occurred.
1400 - Food Safety	V-1400	1405: The SFA's food safety plan was not implemented. On the day of review, a bucket of chemicals mixed with soapy water used for washing tables was observed on the share table during lunch service. There were multiple food items on the share table during this time that could have been contaminated by the chemicals.	Retrain cafeteria staff on proper storage of chemicals; attach an agenda and signed roster of trainees as documentation that this training has occurred. Either move the bucket of chemicals to a different location away from food items or move the share table. Provide a picture of the table without the chemicals on it to demonstrate compliance.