



March 28, 2025

Mrs. Arnie Marsh

**Haywood County**

900 East Main Street

Brownsville, TN 38012-2647

Dear Director Marsh:

Please find the attached summary review of findings from the School Nutrition Program's 2024-25 fiscal year administrative review of Haywood County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of February 24, 2025, with an exit date of February 26, 2025. 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 May 1, 2025. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me to discuss the 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 of Haywood 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 black ink that reads "Joshua Nunnally". The signature is written in a cursive, flowing style.

Joshua Nunnally

State Director of School Nutrition

Tennessee Department of Education School Nutrition Program

**Haywood County (380)****Review ID: 1997****Exit Conference Date: 2/26/2025****Review Year:** 2024-2025**Month of Review:** January**Lead Reviewer:** LeTresa Harris

Area	Findings ID	Finding Description	Required Corrective Action
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**SFA - Level Findings**

RMCR - Revenue From Nonprogram Foods	V-RMCR	Adult meal prices were not sufficient to cover the cost of meals. Visitor lunches were priced \$5 and staff lunches were priced \$4. All adult lunches must be at least a minimum of \$4.99 to be compliant with SY24-25 requirements.	Raise all adult meal prices to be equal to or greater than the free reimbursement rates. For SY24-25, the minimum adult meal price for lunch is \$4.99; the SY25-26 minimum adult meal price will be greater than \$4.99 but the SY25-26 reimbursement rates which form the basis of the adult meal price requirement are not yet available. Suggest a minimum adult meal price of \$5.25 to maintain compliance for SY25.26. Further guidance on adult meal prices can be found in FNS instruction 782-5.
RMCR - Nonprofit School Food Svc Acct	V-RMCR	There was not documentation to back up the financial report reported to the state agency. Revenues and expenses matched the report, but the beginning and ending balance did not match.	Email the Data Reporting and Processing Specialist to update the beginning and ending balance from SY23-24 financial report. Provide documentation to support the beginning and ending balance.

**Site - Level Findings: Haywood Elementary (0035)**

1400 - Food Safety	V-1400	Foods in the refrigerator, freezer, and dry storage areas were not consistently date marked.	Retrain staff on receiving food standard operating procedure (SOP), with a focus on date marking. Upload agenda and sign-in sheet to demonstrate compliance.
1700 - Afterschool Snack	V-1700	Snack production records did not include all required information. Production records included the size of the items served but not the creditable information for items.	Update production records to include crediting information. Train staff on new production record procedure. Upload one week of completed production records with all required information.