



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 11, 2017

Dr. Brian Norton, Director
Henry County Schools
217 Grove Blvd
Paris, TN 38242-4711

Dear Dr. Norton:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Henry 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.

All corrective actions for Henry County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than April 21, 2017. 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 Henry 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,

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

Phyllis Hodges, State Director

Henry County (400)
Review ID: 545
Exit Conference Date: 3/17/2017

Review Year: 2017

Month of Review: January

Lead Reviewer: Quache Spencer

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

100 - Certification and Benefit Issuance	V-0100	Two applications were not processed within the allotted 10-day timeframe.	Retrain staff on a process for benefit issuance to ensure that applications are processed within the proper timeframe. Upload an agenda and a sign-in sheet as documentation of compliance.
100 - Certification and Benefit Issuance	V-0100	Multiple applications were incomplete or certified incorrectly. Two applications were certified as free and should have been certified as reduced; One application was certified as free and should have been denied; Two applications were incomplete.	Correct all application errors and contact the families if the correction changes benefit statuses. Upload all documentation regarding corrections and family notifications.
100 - Certification and Benefit Issuance	V-0100	One application had an income marked as weekly, and the staff verified it as monthly without verifying the information with the family.	Retrain staff on a process for benefit issuance to ensure all documents are calculated and converted correctly. Upload an agenda and a sign-in sheet as documentation to demonstrate compliance.

700 - Resource Management	V-0700	Paid lunch prices for 2016-17 did not meet the current requirements. The SFA opted not to raise lunch prices despite having completed the Paid Lunch Equity tool.	Increase the paid lunch prices to meet the current requirements using the Paid Lunch Equity tool. Upload evidence of increased pricing.
800 - Civil Rights	V-0800	The complaint procedure did not contain the USDA non-discrimination statement. Some menus contained the incorrect non-discrimination statement.	Revise the complaint procedure to include the non-discrimination state and revise all menus to contain the correct statement. Upload the revised complaint procedure and April menu as documentation of compliance.

Site - Level Findings: Lakewood Elementary (0033)

1100 - Smart Snacks in School	V-1100	Foods sold to students during the school day did not meet Smart Snack requirements. Multiple types of Pop-tarts are available for sale that are not whole grain.	Remove the non-compliant Pop-tarts from the list of smart snacks for sale. Upload documentation to demonstrate compliance.
1400 - Food Safety	V-1400	The SFA's food safety plan was not implemented. There is no specific SOP that could be found regarding wearing gloves while handling ready-to-eat foods. Additionally, an employee was observed handling a bowl of unwrapped apples with no gloves on while putting them back into storage after meal service.	Create a standard operating procedure (SOP) regarding said protocol for handling ready-to-eat foods. Train staff on the proper protocol for handling ready-to-eat foods. Upload an agenda and sign in sheet as evidence that training has taken place.
1400 - Food	V-1400	Onsite storage	Place food items six inches or



Safety		violations were observed. Food items were observed directly on the floor in the freezer and less than two inches off of the floor.	higher off of the floor as required. Upload pictures of storage areas with food items six inches off of the floor to demonstrate compliance
1700 - Afterschool Snack	V-1700	K-2 snacks were counted incorrectly during the review week. The SFA under claimed thirty snacks.	Create a plan to avoid incorrect counts. Attach the plan of action as documentation of compliance.
1700 - Afterschool Snack	V-1700	The fruit juice served during afterschool snack was a half cup serving. The fruit component must be 3/4 cup, so juice must be 6 ounces.	Procure the proper portion size of juice for afterschool snacks. Upload documentation showing six ounce juice is being served.