



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 26, 2017

Dr. Richard Bales, Director
Johnson City Schools
100 East Maple Street
P.O. Box 1517
Johnson City, TN 37601

Dear Dr. Bales:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Johnson City's National School Lunch Program, School Breakfast Program and Afterschool Snack Program. This review was conducted the week of April 3, 2017, with the exit date of April 7, 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 Johnson City shall be documented, supported, and listed in the "Compliance" section in TMAC no later than May 8, 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 Johnson City'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,

Phyllis Hodges, State Director

Johnson City (901)

Review ID: 570

Exit Conference Date: 4/7/2017

Review Year: 2017

Month of Review: February

Lead Reviewer: Cindy Cooper

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

SFA - Level Findings

700 - Resource Management	V-0700	Employees were given a \$30.00 gift card to purchase shoes locally. The receipts indicated that money was left on the gift cards and not redeposited in the school nutrition account. Note: there were nine remaining gift cards for the full value securely locked in the school nutrition department.	<p>Discontinue the practice of issuing gift cards to employees to purchase work shoes or other items. Utilize the remaining nine gift cards for allowable school nutrition items, and monitor the spending process.</p> <p>Develop a structured procurement procedure for buying required work apparel.</p> <p>Upload the plan for purchasing employee required items.</p> <p>Upload a plan for spending the remaining nine gift cards with projected spending date and items listed.</p>
---------------------------	--------	---	---

Site - Level Findings: Indian Trail (0016)

1400 - Food Safety	V-1400	The chicken and brown gravy mixes were from Canada and were not included on the district's waiver for accepting non domestic products.	Discontinue accepting the non-domestic gravy mixes, or after obtaining all the necessary costing information about the product, determine if the district will utilize the product.
--------------------	--------	--	---



1700 - Afterschool Snack	V-1700	Production records did not indicate that each student received two components.	Ensure that each student take both components for the reimbursable afterschool snack. Ensure snack production records are accurately completed each day. Upload one week of accurate snack production records.
--------------------------------	--------	--	---

Site - Level Findings: Towne Acres (0065)

1700 - Afterschool Snack	V-1700	Production records did not indicate that each student received two components.	Ensure that each student take both components for the reimbursable after school snack. Ensure snack production records are accurately completed each day. Upload one week of accurate snack production records.
--------------------------------	--------	--	--