



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

November 14, 2016

Ms. Kelly Wright, Director
KIPP Memphis
2670 Union Extended, Suite 1100
Memphis, TN 38112-2483

Dear Ms. Wright:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of KIPP Memphis's National School Lunch Program and School Breakfast Program. This review was conducted the week of October 24, 2016, with the exit date of October 27, 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.

All corrective actions for KIPP Memphis shall be documented, supported, and listed in the "Compliance" section in TMAC no later than November 28, 2016. 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 KIPP Memphis'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

KIPP Memphis (C290)

Review ID: 1147

Exit Conference Date: 10/28/2016

Review Year: 2017

Month of Review: September

Lead Reviewer: Phyllis Hodges

SFA Level Commendation:

This SFA has made significant improvements in the school nutrition program since last April when the first review was conducted. The absence of major findings and the presence of very few technical assistance entries are testament to the excellent work done by the leadership team. The meals presented to the students are compliant with all regulations and appealing in appearance. I would recommend that other charter schools looking for solutions for their vended meal operations look at KIPP as a best practice model.

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

1600 - School Breakfast and SFSP Outreach	V-1600	Families were not informed of the availability and location of free summer meals.	Ensure that all Kipp Academy students and families are informed of summer feeding opportunities in the greater Shelby County area. Provide documentation that you have contacted Shelby County or the Department of Human Services to obtain a list of active or planned feeding sites for the summer of 2017. Provide preliminary information to parents so they will be aware of the availability of meals in their area.
900 - SFA On Site Monitoring	V-0900	The on-site monitoring review was not complete. It was conducted prior to February 1. However, the question that tests meal counting edits was not answered.	Review records and complete the question regarding eligible students and student count for the day of review. After that question is complete, attach the corrected reviews to the corrective action documentation.