



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 17, 2017

Dr. Jeanne Barker, Director
Lenoir City Schools
200 East Broadway
Lenoir City, TN 37771-6623

Dear Dr. Barker:

Please find attached the summary review of findings from the School Nutrition Program's 2015-16 fiscal year administrative review of Lenoir City's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 13, 2017, with the exit date of November 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.

During the review, findings in section **300: Meal Counting and Claiming** require fiscal action. An explanation of the findings is included in the attached review summary. All corrective actions for Lenoir City shall be documented, supported, and listed in the "Compliance" section in TMAC no later than January 16, 2018.

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 Lenoir 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,

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

Phyllis Hodges, State Director

Lenoir City (531)

Review ID: 810

Exit Conference Date: 11/17/2017

Review Year: 2018

Month of Review: September

Lead Reviewer: Phyllis Hodges

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

700 - Resource Management	V-0700	The ending balance for 2016-17 on the TMAC financial report did not match the balance stated on the district's financial reports.	Investigate the discrepancy and correct the report if necessary. Upload detailed documentation supporting the corrections needed.
Resource Mgt Comprehensive Review	V-RMCRF	Adult lunch meals were not priced correctly and in accordance with FNS Instruction 782-5. The SFA was charging \$3.50 in 2016-17 and should have been charging a minimum of \$3.55.	Increase the adult lunch price for the remainder of the 2017-18 school year so that the price is 3.68 at a minimum or plan to raise the price for the 2018-19 school year. Upload proof of the increased price.

Site - Level Findings: Lenoir City Middle (0010)

300 - Meal Counting and Claiming - Breakfast	V-0300	The meal counts taken from the school reports did not match the accuclaim report at the district level that is used to generate monthly reimbursement.	Investigate the discrepancy and determine the solution. Upload documentation that the issue has been resolved.
300 - Meal Counting and Claiming - Lunch	V-0300	The meal counts taken from the school reports do not match the accuclaim report at the district level that is used to generate monthly reimbursement.	Investigate the source of the discrepancy. Correct the function in the software that is creating the discrepancy and upload documentation that the source of the error has been corrected.
400 - Meal Components and Quantities	V-0400	The planned menu quantities for the vegetable component did not meet meal pattern	Create a procedure to ensure that planned quantities for each component meet the meal pattern for all meals. Develop a recipe

- Lunch		requirements for the review period.	<p>for the field trip meal that provides the minimum quantity for each required component.</p> <p>Upload the procedure and the field trip recipe as evidence of compliance</p>
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