



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

January 30, 2017,

Mr. Jason Vance, Director
Loudon County Schools
100 River Road
Loudon, TN 37774-1042

Dear Mr. Vance:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Loudon County's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 17, 2017, with the exit date of January 26, 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 Loudon County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than February 24, 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 Loudon 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

Loudon County (530)
Review ID: 1161
Exit Conference Date: 1/26/2017

Review Year: 2017

Month of Review:

Lead Reviewer: Leslea Colquitt

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

SFA - Level Findings

100 - Certification and Benefit Issuance	V-0100	There were errors in application processing. Two applications were processed incorrectly. One was free, correct benefit is reduced. The other application was free, correct benefit is denied.	Correct the applications, update the benefit issuance document and send adverse action letters to the families. Upload documentation to demonstrate compliance
1500 - Reporting and Recordkeeping	V-1500	Two denied applications that were selected that did not have the original denial letter sent to household. The electronic system does not maintain copies and records of original date for letters sent.	Maintain copies of denial letters sent to household. Upload copy of recent denial letter sent to household. Respond with action to be taken to ensure denial letters are kept.
Resource Management Comprehensive Review	V-RMCRF	Adult prices for SY 15-16 were not high enough. Breakfast was 1.25 and lunch was 2.50.	Raise adult meal prices as outlined in FNS Instruction 782-5 Rev. 1. Upload minutes from board meeting showing approval for raising prices.

Site - Level Findings: Fort Loudoun Middle (0018)

1100 - Smart Snacks in School	V-1100	Beverages sold to students during the school day do not meet Smart Snack standards. Flavored waters are in the LEA's vending machine.	Remove flavored water from vending machine. Upload documentation demonstrating compliance.
1400 - Food Safety	V-1400	Temperature logs for selected dates were not available for review. There are no cooling or thermometer calibration logs.	Begin keeping cooling and thermometer calibration logs. Upload one week of cooling and calibration logs to document compliance.
800 - Civil Rights	V-0800	The old "And Justice for All" poster was displayed.	Replace old posters with new posters. New posters were given onsite. Upload picture of new poster being displayed to document compliance.

Site - Level Findings: Loudon High (0040)

1400 - Food Safety	V-1400	Temperature logs for selected dates were not available for review. There are no cooling or dish machine temp logs. One stand-alone refrigerator did not have temp log.	Begin keeping cooling, dish machine and temp log for stand-alone refrigerator. Upload one week of logs to document compliance.
--------------------	--------	--	---