



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

December 2, 2016

Mr. Lee Wilkerson, Director
Manchester City Schools
215 East Fort Street
Manchester TN, 37355-1557

Dear Mr. Wilkerson:

Please find attached the summary review of findings from the School Nutrition Program's 2015-16 fiscal year administrative review of Manchester City's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 7, 2016, with the exit date of November 10, 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.

During the review, findings in section **100: Certification and Benefit Issuance** require fiscal action. An explanation of the findings is included in the attached review summary. All corrective actions for Manchester City shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 16, 2016.

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 Manchester 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,



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Phyllis M. Hodges

Phyllis Hodges, State Director

Manchester City Schools (161)

Review ID: 1158

Exit Conference Date: 11/10/2016

Review Year: 2017

Month of Review: August

Lead Reviewer: Stephanie Dyer

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

100 - Certification and Benefit Issuance	V-0100	124c: There were five errors in application processing with seven students. Five students were certified as free and should be reduced and two students were certified Reduced and should be Paid.	Correct all seven students' status within 10 days and upload the revised status information as corrective action. Submit a print out from Point of Sale (POS) to indicate the status has been revised.
100 - Certification and Benefit Issuance	V-0100	127: There were errors in application processing which included a notice to household of approval/denial of benefits letter was incorrect. The letter was missing the correct civil rights statement, who to contact for appeal, and the reason the application was denied.	Recommend to use the prototype letter, which can be found at http://www.tn.gov/education/topic/snp-forms or updating your existing letter. Upload revised letter as documentation of compliance.
100 - Certification and Benefit Issuance	V-0100	129: There were errors in application processing for one application with one student. The student was certified as denied and should be reduced.	Correct the student application within 10 days and upload the revised status information in the corrective action. Submit a print out from Point of Sale (POS) to indicate the status has been revised.
200 - Verification	V-0200	206: There is no documentation showing when a confirmation review was conducted.	Conduct a confirmation review and document when it is conducted.
200 - Verification	V-0200	207: The School Food Authority (SFA) chose the	Request technical assistance from consultant regarding verification of applications to ensure

		standard verification method and two of the seven applications reviewed were not error prone applications. Five of the seven applications reviewed were found in income error.	that benefits are based on gross income, not net income.
200 - Verification	V-0200	209: The letter did not contain all the required information.	Ensure that all letters include the following: • That the household was selected for verification; • Use of Information Statement (please note that the Social Security Number (SSN) for all household members is no longer required for verification); • The types of acceptable information that may be provided to confirm current income, including pay stubs, award letters from assistance agencies for benefits such as social security or supplemental security income, and support payment decrees from courts; • That the household may provide proof that a child or any household member is receiving benefits under the Assistance Programs instead of providing income information or that a child is Other Source Categorically Eligible; that documentation of income or receipt of assistance may be provided for any point in time between the month prior to application and the time the household is required to provide income documentation; • That information must be provided by a date as specified by the LEA and that failure to do so will result in termination of benefits; • Name of an LEA official who can answer questions and provide assistance; and • A no-cost to the household telephone number.
700 - Resource Management	V-0700	701: Starting balance and income from 2015-16 Financial Report did not match the income and fund balance (as of July 1, 2016) in the 2016 State of Tennessee Comptroller's Annual Report for the County. Error in accounts receivable and accounts payable for 14/15 contributed to reporting error (Revenues were	701: Process journal entries at year end close to account for all payables and receivables prior to closing the year. Amend and upload current budget to include commodity revenue and expense.

		reported as \$573,383, audit recorded \$721620; Expenditures were reported as \$687,973, audit recorded \$740,486). Commodity values were not included in revenues, expenses or district budget.	
800 - Civil Rights	V-0800	809: Program materials do not contain the appropriate non-discrimination statement.	<p>Ensure all program materials contain the appropriate non-discriminations statement, such as menus, website, free and reduced applications, verification letters, etc.</p> <p>Upload each example or link mentioned above to indicate the non-discrimination statement has been corrected.</p>

Site - Level Findings: Westwood Elementary (0010)

900 - SFA On Site Monitoring	V-0900	901a: The "Number of Students Approved by Category" and "Today's Meal Counts by Category" sections were not completed on the School Food Authority (SFA) on-site monitoring form.	Complete and upload the completed revised SFA on-site monitoring form for corrective action.
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