



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

July 5, 2018

Mr. Mickey Blevins
McMinn County Schools
3 South Hill Street
Athens, TN 37303

Dear Director Blevins:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of McMinn County's National School Lunch Program and School Breakfast Program. This review was conducted the week of December 11, 2017, with the exit date of December 15, 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 shall be documented and supported in the "Compliance" section in TMAC no later than January 31, 2018. 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 McMinn 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 our office at (800) 354-3663.

Sincerely,

Jody Baruth,

State Director
School Nutrition Program

McMinn County (540)

Review ID: 700

Exit Conference Date: 12/15/2017

Review Year: 2018

Month of Review: November

Lead Reviewer: Stephanie Dyer

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

SFA - Level Findings

100 - Certification and Benefit Issuance	V-0100	There were five applications approved incorrectly. One was approved as reduced that should have been denied. Three were approved as free that should have been approved as reduced. One application was missing a Social Security Number.	Approve all applications correctly. Correct the household status of the three incorrect applications, and submit the notification letters to each household. Upload in TMAC copies of each notification letter.
--	--------	---	---

Site - Level Findings: Central High School (0015)

1100 - Smart Snacks in School	V-1100	Foods sold to students during the school day do not meet Smart Snack standards. Items sold in the school store were not smart snack compliant.	Replace the noncompliant snacks sold in school store with compliant snacks. Upload a list of replacement snacks and ingredients.
900 - SFA On Site Monitoring	V-0900	The 2016-2017 readily observable general areas on-site monitoring form was not completed.	Complete the 2017-2018 readily observable general areas on-site monitoring form and upload.

Site - Level Findings: McMinn County High School (0045)

1400 - Food Safety	V-1400	The juice crates were not stored six inches off the floor per HACCP Plan.	Store the juice crates six inches off the floor per HACCP Plan and take picture.
900 - SFA On Site Monitoring	V-0900	The 2016-2017 readily observable general areas on-site monitoring form was not completed.	Complete the 2017-2018 readily observable general areas on-site monitoring form and upload.