



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

October 17, 2018

Mr. Greg Martin
McNairy County Schools
530 Mulberry Avenue
Selmer, TN 38375

Dear Director Martin:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of McNairy County's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 9, 2018, with the exit date of April 12, 2018. 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 June 15, 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 McNairy 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,

Lori Paisley

Executive Director, Healthy Schools

McNairy County (550)

Review ID: 846

Exit Conference Date: 4/12/2018

Review Year: 2018

Month of Review: February

Lead Reviewer: Audra Henderson

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

1000 - Local School Wellness Policy	V-1000	Although the wellness policy states "Refer to Appendix A for a list of school-level wellness policy coordinators," the list is included neither in the Local Wellness Policy on-site nor the online version of the wellness policy on the website.	Update the local wellness policy available on the website to include school-level wellness policy coordinators. Upload the updated wellness policy or provide the web address of the updated policy.
1600 - School Breakfast and SFSP Outreach	V-1600	The SFA did inform eligible families and students about the availability and location of free meals available through the summer food service program (SFSP).	Advertise the SFSP program by website, at a minimum. Upload website link with advertising information to demonstrate compliance.
300 - Meal Counting and Claiming	V-0300	Meal counts for field trips were taken prior to meals being served to students.	Develop a procedure to outline proper meal counting for field trips, and communicate the procedure to teachers, principals, and cafeteria managers Upload the procedure to demonstrate compliance.

Site - Level Findings: Ramer (0030)

1400 - Food Safety	V-1400	The romaine blend observed on-site was a product of Mexico, and documentation was not available to indicate an American product was not available or that the American product was substantially higher in price.	Create and upload a plan for how to address future deliveries that are not products of the USA.
400 - Meal Components and Quantities - Lunch	V-0400	The weekly grain minimum of 8 ounces was not met for the week of review.	Increase the weekly grain minimum, and provide copies of invoices, product documentation, and production records to indicate larger grain portions are being purchased and served.
500 - Offer versus Serve	V-0500	The juice and entree were not offered as separate components to students.	Separate the juice from the entree so that students have the option to choose one or both items. Upload photos of components being offered separately to demonstrate compliance