



November 22, 2024

Mr. Greg Martin
McNairy County Schools
530 Mulberry Ave.
Suite 2
Selmer, TN 38375-2134

Dear Director Martin:

Please find the attached summary review of findings from the School Nutrition Program's 2024-25 fiscal year administrative review of McNairy County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of November 11, 2024, with the exit date of November 13, 2024. The attached 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 must 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 district 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 10, 2025. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me to discuss next steps. 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 fiscal action.

Upon receipt 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,

A handwritten signature in black ink that reads 'Joshua Nunnally'.

Joshua Nunnally
State Director of School Nutrition
Tennessee Department of Education School Nutrition Program

McNairy County (550)

Review ID: 3689

Exit Conference Date: 11/13/2024

Review Year: 2024-2025

Month of Review: October

Lead Reviewer: Randa Meade

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

RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the adult lunch meal price for staff was not sufficient to cover the overall cost of the meal.	Raise the staff adult meal price to cover the overall cost of the meal per FNS Instruction 782-5. Upload documentation to demonstrate compliance.
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Site - Level Findings: Adamsville High (0010)

1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented. Carrots, cheese, meal packs, honeybuns and other various items were not labeled or dated.	Provide a training on proper labeling and dating and upload the documentation.
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Site - Level Findings: Michie (0025)

1400 - Food Safety	V-1400	1407: Observed the SFA's food safety plan was not properly implemented. The HACCP manual was not customized to the school, and the Food Safety Checklist was not completed.	Update HACCP plan to make it customizable for each school ensuring that all aspects of the plan are implemented as written. Retrain cafeteria managers to complete the Food Safety Checklist at the required frequency. Upload an agenda, sign-in sheet, a sample SOP that has been customized, and completed Food Safety Checklist.
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