



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

LIZZETTE REYNOLDS
COMMISSIONER

December 13, 2023

Mr. Gus Connelly
Memphis Rise Academy
5221 Raleigh LeGrange Road
Memphis, TN 38134-5214

Dear Mr. Connelly:

Please find attached the summary review of findings from the School Nutrition Program's 2023–24 fiscal year administrative review of Memphis Rise Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of December 4, 2023, with the exit date of December 6, 2023. 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 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.

During the review, a finding in section 300: Meal Counting and Claiming could require fiscal action due to an issue with the meal counts. More details about this action will be forthcoming once corrective action is complete. All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than February 9, 2024. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me, to discuss the 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 further fiscal action.

Upon receipt of Memphis Rise Academy'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,

Bill Byford
State Director of School Nutrition
School Nutrition Program

Memphis Rise Academy (C313)

Review ID: 3653

Exit Conference Date: 12/6/2023

Review Year: 2023-2024

Month of Review: October

Lead Reviewer: Audra Barron

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

1000 - Local School Wellness Policy	V-1000	The minimum required elements were not all included in the wellness policy.	Update the policy and assessment to include stakeholder outreach and participation. Upload a copy of the updated policy and outreach that occurred.
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Site - Level Findings: Memphis Rise Academy (8264)

1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Retrain staff on food safety SOPs. Upload a copy of the agenda, including specific SOPs trained, and the sign in sheet.
1100 - Smart Snacks in School	V-1100	Observed fundraisers sold during the school day were not smart snack compliant and not tracked to determine the exemption limit.	Develop a procedure to track non-compliant food fundraisers and ensure compliance with the state defined exemption limit. Upload a copy of the fundraiser procedure and tracking sheet listing fundraisers.
300 - Meal Counting and Claiming - Breakfast	V-0300	Observed meal counts on the day of review were significantly lower than other meal counts reviewed.	Conduct a 30-day clean count of meals, beginning December 6, to determine a more accurate daily counting system. Upload the 30-day count for review.