



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

April 17, 2024

Mr. Jonathan Criswell
Milan Special School District
1165 South Main Street
Milan, TN 38358-2725

Dear Director Criswell:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Milan Special School District's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 10, 2024, with the exit date of April 12, 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 May 13, 2024. 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 Milan Special School District'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,

Joshua Nunnally
State Director of School Nutrition
School Nutrition Program

Milan SSD (272)

Review ID: 3649

Exit Conference Date: 4/12/2024

Review Year: 2023-2024

Month of Review: March

Lead Reviewer: Michael Bishop

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 and breakfast meal prices were not sufficient to cover the overall cost of the meal.	Draft communication with administration to inform them of the increased adult breakfast and lunch meal prices. Upload supporting documentation showing the new adult meal prices and communication with administration.
1000 - Local School Wellness Policy	V-1000	Observed the minimum required elements were not all included in the wellness policy.	Update policy or create a procedure to ensure the following components are addressed in the Local Wellness Policy (LWP): The policy must include language that outlines the triennial assessment. At least once every three years, the following is measured and made available to the public: • the extent to which schools comply with the LWP, • the extent to which the LWP compares to model local school wellness policies, and • the progress made in attaining the goals of the LWP. The policy must include standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties or classroom snacks brought by parents). The policy must include requirements for marketing and advertising of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards on the school campus during the school day. Use the following link as an easy resource to see required components - 247 (healthiergeneration.org). The Healthier Generation policy model is also attached. Upload documentation in the corrective action document.

Site - Level Findings: Milan High School (0010)

1100 - Smart Snacks in School	V-1100	Observed snacks sold to students during the school day do not meet Smart Snack standards.	Vending machines stocked with non-Smart Snack compliant snacks were on and accessible to students during the school day. There are two choices for corrective action: 1. Turn the vending machines off during the school day (defined as midnight until 30 minutes after school is out). The school nutrition supervisor will visit the area where the machines are located and confirm that they are off before breakfast and lunch meal services for a period of one week. Upload photographic evidence of each visit in the Corrective Action Document. 2. The vending machines may remain on and accessible to students during the school day but must be re-stocked with Smart Snack compliant items. Upload documentation from the Smart Snack Calculator for each re-stocked item.
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