



**BILL LEE**  
GOVERNOR

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

**PENNY SCHWINN**  
COMMISSIONER

February 1, 2024

Mr. Lionel Cable  
New Hope Christian Academy  
3000 University Street  
Memphis, TN 38127-6645

Dear Mr. Cable:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of New Hope Christian Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 22, 2024, with the exit date of January 26, 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 March 1, 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 of New Hope Christian Academy's documented corrective actions, 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

**New Hope Christian Academy (P340)**

**Review ID: 3655**

**Exit Conference Date: 1/26/2024**

**Review Year: 2023-2024**

**Month of Review: December**

**Lead Reviewer: Michael Bishop**

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

100 - Certification and Benefit Issuance	V-0100	Observed that households were not notified of the student's eligibility.	Households must be notified when they are approved for free or reduced price meal benefits, even in the Provision 2 Base Year. Review notification requirements with the lead reviewer.
200 - Verification	V-0200	Review of documentation indicated that verification was not completed correctly.	Review verification procedures in the Eligibility Manual for School Meals with the lead reviewer.
RMCR - Nonprofit School Food Svc Acct	V-RMCR	Observed that the School Food Authority's financial records did not adequately identify the source and use of funds for food service activities.	Revenue and expenditures in the TMAC Financial Report do not match those on the statement of revenue and expenditures for SY22-23. Work with the CFO to provide an accurate statement of revenue and expenditure for the year ending June 30, 2022. Revenue should include all breakfast and lunch reimbursement amounts, grant funds, and teacher meals billed to the general fund. Work with the State Agency to revise the TMAC Financial Report based on the accurate statement of revenue and expenditures. Upload documentation to demonstrate compliance.

**Site - Level Findings: New Hope Christian Academy (9071)**

1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	A thermometer calibration log was not maintained. Use the appropriate SOP in the food safety plan to train staff on the procedures for calibrating thermometers and maintaining documentation. Upload and agenda and sign-in sheet to demonstrate compliance. Temperature logs were not maintained for freezers, coolers, and dry storage spaces. Use the appropriate SOP in the food safety plan to train staff on the procedures for documenting temperatures of freezers, coolers, and dry storage spaces. Upload an agenda and sign-in sheet to demonstrate compliance. Upload two weeks of thermometer calibration logs and two weeks of temperature logs for all freezers, coolers, and dry storage spaces. An employee was observed on her mobile device while wearing food service gloves. Another employee was observed cleaning the serving line and handling food while wearing the same gloves. Use the appropriate SOP in the food safety plan to train staff on the procedures for using gloves. Upload an agenda and sign-in sheet to demonstrate compliance.
300 - Meal Counting and Claiming - Breakfast	V-0300	Observed the meal count totals by category in the claim for reimbursement do not match the reviewer's total meal counts for the Review Period.	The November and December claim for reimbursement was not revised to reflect eligibility status changes made in November due to administrative error. Revise the November and December claims to reflect the correct eligibility statuses for those months.