



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

April 26, 2017

Mrs. Cindy Blevins, Director
Richard City Special School District (SSD)
1620 Hamilton Avenue
South Pittsburg, TN 37380

Dear Mrs. Blevins:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Richard City's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 3, 2017, with the exit date of April 7, 2017. 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 for Richard City shall be documented, supported, and listed in the "Compliance" section in TMAC no later than May 8, 2017. 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 Richard City'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 Quache Spencer or me at (800) 354-3663.

Sincerely,

A handwritten signature in cursive script that reads "Phyllis M. Hodges".

Phyllis Hodges, State Director

Richard City SSD (581)

Review ID: 1166

Exit Conference Date: 4/7/2017

Review Year: 2017

Month of Review: February

Lead Reviewer: Stephanie Dyer

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

700 - Resource Management	V-0700	The school food authority (SFA) participates in the sale of non-program foods items, but did not complete the United States Department of Agriculture (USDA) non-program tool.	Complete and utilize the USDA non-program tool or formula to determine the sale of non-program food items. Upload the completed tool for corrective action.
800 - Civil Rights	V-0800	Program Materials did not have the appropriate non-discrimination statement.	Ensure all appropriate program materials contains the non-discrimination statement. Upload revised website links, breakfast promotional materials, etc. for corrective action.

Site - Level Findings: Richard Hardy Memorial School (0005)

1400 - Food Safety	V-1400	The written food safety plan is not site specific and it does not meet the requirements.	Revise the written food safety plan to meet Richard City specifications and requirements. Upload the revised plan for corrective action.
1400 - Food Safety	V-1400	The School Food Authority's (SFA) food safety plan indicates	Retrain school nutrition staff on the "Receiving Deliveries" standard of operating

		<p>that all food items delivered should be date marked, however they were not following the procedure.</p> <p>The manager did not take the temperature of the milk upon delivery.</p>	<p>procedures (SOP) to ensure food items are date marked and milk is temped upon delivery. .</p> <p>Upload the sign-in sheet, agenda, and SOP for corrective action.</p>
1400 - Food Safety	V-1400	The staff had no records of breakfast temperature logs or calibration logs.	<p>Maintain breakfast temperature logs and calibration logs. School Nutrition staff must take breakfast temperatures and calibrate thermometers (every Monday) for a month.</p> <p>Upload completed logs for corrective action.</p>
1500 - Reporting and Recordkeeping	V-1500	The school food authority's computer got a virus and they lost all production records from the past three years.	<p>Create a district plan to ensure all records will be saved/kept for three years plus the current year.</p> <p>Upload your plan to save all production records in the future.</p>
400 - Meal Components and Quantities - Breakfast	V-0400	One meal observed and counted for reimbursement did not have a fruit.	<p>Ensure all meals observed and counted for reimbursement contain all of the required meal components.</p> <p>Corrective Action will be for each employee to attend Offer Verses Serve (OVS) training within the next 30 days.</p> <p>Upload a Sign-In sheet and agenda from the OVS training.</p>
400 - Meal Components and Quantities - Breakfast	V-0400	Signage explaining what constitutes a reimbursable breakfast to students was not available.	<p>Create signage explaining what constitutes a reimbursable breakfast to students.</p> <p>Upload a copy of the signage a</p>



			picture of the signage on the serving line for corrective action.
400 - Meal Components and Quantities - Breakfast	V-0400	The Mary B's biscuit being served for breakfast is non-compliant due to the ingredients (enriched unbleached and bleached flour). The SFA did not have a request for exemption for whole grain-rich items with the Tennessee Department of Education (TDOE), School Nutrition Department.	Purchase items that meet the whole grain requirement, or submit a whole grain waiver to the State Agency. Upload the approved grain waiver or evidence that the SFA is purchasing items that meet the whole grain requirement.
500 - Offer versus Serve	V-0500	The program application states Offer versus Serve (OVS) will be implemented, however the staff was pre-plating the students' trays.	Retain school nutrition staff on Offer versus Serve within the next 30 days to ensure OVS is implemented correctly. Upload a sign-In sheet and agenda.