



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

October 17, 2018

Dr. Therese Williams
Sacred Heart School - Lawrenceburg
220 Berger Street
Lawrenceburg, TN 38464

Dear Director Williams:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Sacred Heart's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 23, 2018, with the exit date of April 26, 2018. 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 shall be documented and supported in the "Compliance" section in TMAC no later than May 31, 2018. 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 Sacred Heart'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 cursive script that reads "Lori Paisley".

Lori Paisley

Executive Director, Healthy Schools

Sacred Heart School-Lawrenceburg (P420)

Review ID: 821

Exit Conference Date: 4/26/2018

Review Year: 2018

Month of Review: March

Lead Reviewer: Andrew McCluskey

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

1200 - Professional Standards	V-1200	Professional standard hours were not being tracked.	Develop a mechanism to track professional standard hours for all employees. Upload a completed tool or provide website where hours are being tracked.
200 - Verification	V-0200	The SFA did not notify the household selected for verification in writing.	Use the state prototype notification letter. Upload the revised letter that will be used for future notifications.

Site - Level Findings: Sacred Heart School - Lawrenceburg (0010)

400 - Meal Components and Quantities - Lunch	V-0400	A non-whole grain biscuit was served at without a state approved waiver.	Obtain a waiver for the biscuit or procure a whole grain product. Upload an approved waiver, or a revised menu and product information indicating a whole grain product is being served.
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