



**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

December 20, 2016

Mr. Bill Hall, Director  
Scott County Schools  
P.O. Box 37  
208 Court Street  
Huntsville, TN 37756-0037

Dear Mr. Hall:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Scott County's National School Lunch Program and School Breakfast Program. This review was conducted the week of December 12, 2016, with the exit date of December 15, 2016. 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 Scott County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than January 27, 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 Scott County'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

**Scott County (760)**

**Review ID: 1160**

**Exit Conference Date: 12/15/2016**

Review Year: 2017

Month of Review: October

Lead Reviewer: Kristen Nauss

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

700 - Resource Management	V-0700	The starting balance has not matched the comptroller's audit for at least the last five years.	Investigate the discrepancies and report the correct figures.  Upload documentation to support the correct figures.
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**Site - Level Findings: Huntsville Elementary (0020)**

1400 - Food Safety	V-1400	Recordings in the thermometer calibration logs do not indicate that the thermometers were calibrated correctly.	Retrain cafeteria staff on the calibrating thermometers SOP.  Upload agenda and sign-in sheet for the training and a copy of the calibration log.
1400 - Food Safety	V-1400	Crates of milk were stored on the floor.	Raise milk crates to at least six inches off the floor.  Upload photo of correction.

**Site - Level Findings: Scott High School (0048)**

1100 - Smart Snacks in School	V-1100	A 15.2 ounce juice sold in the school-operated vending machine exceeded the high school limit of 12 ounces.	Discontinue sale of the non-complaint beverages or substitute with a beverage that does not exceed 12 ounces.  Upload a letter or email to the vendor notifying them that the item will no longer be purchased or requesting the compliant size.
1400 - Food Safety	V-1400	The temperature logs in the Hazard Analysis Critical Control Point (HACCP) plan are not the logs used.	Update the HACCP plan to include the logs used or utilize the logs in the HACCP plan.  Upload a photo of the HACCP plan with

			updated logs, or upload a completed log from the HACCP templates.
1400 - Food Safety	V-1400	Recordings in the thermometer calibration logs do not indicate that the thermometers were calibrated correctly. Only one thermometer was documented as having been calibrated.	Retrain cafeteria staff on the calibrating thermometers standard operating procedure (SOP).  Upload agenda and sign-in sheet for the training and a copy of the calibration log that lists all thermometers calibrated.