



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

January 27, 2017

Ms. Leta Joiner, Director
Stewart County Schools
P.O. Box 433
1031 Spring Street
Dover, TN 37058-3302

Dear Ms. Joiner:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Stewart County's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 17, 2017 with the exit date January 20, 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 Stewart County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than February 20, 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 Stewart 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,

Phyllis Hodges, State Director

Stewart County (810)

Review ID: 1162

Exit Conference Date: 1/20/2017

Review Year: 2017

Month of Review: December

Lead Reviewer: Audra Henderson

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

200 - Verification	V-0200	The notification letter does not contain all of the correct wording regarding acceptable papers, specifically paycheck stubs and the timeframe allowed for payment history information. It also does not contain a toll free number or reverse charge instructions and the non-discrimination statement is not correct.	Correct letters to contain all required information. Upload corrected letter in the corrective action response tab.
300 - Meal Counting and Claiming	V-0300	Number of total breakfast meals claimed on district reports were not consistent. Further review of additional documentation found that some reports were corrected prior to on site but other reports were still inaccurate. Therefore, the number claimed is incorrect.	Revise breakfast meal counts on claim to reflect accurate numbers. Upload a revised claim summary to the corrective action response tab.
800 - Civil Rights	V-0800	The verification letter to households indicating that their application	Update the verification letter to include the correct non-discrimination statement.



		must be checked did not contain the correct non-discrimination statement.	Upload the corrected letter.
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Site - Level Findings: Stewart County High School (0025)

1100 - Smart Snacks in School	V-1100	Non-compliant items are sold in the bookstore during school hours.	Remove non-compliant items and ensure that items sold do meet smart snack guidelines. Communicate smart snack compliance with high school officials so that they are aware of the requirement. Upload photos of bookstore without non-compliant items. Upload communication with high school official.
1700 - Afterschool Snack	V-1700	The records from December showed that the snacks were properly counted but they were not properly claimed. The December claim for after school snacks was an under claim of 57 meals.	Revise the claim to reflect accurate snack counts. Upload a revised claim summary to the corrective action response tab.