



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

September 5, 2018

Dr. Del Phillips
Sumner County Schools
695 East Main Street
Gallatin, TN 37066

Dear Director Phillips:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Sumner County's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 20, 2018, with the exit date of February 23, 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 June 8, 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 Sumner 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 our office at (800) 354-3663.

Sincerely,

Jody Baruth,

State Director
School Nutrition Program

Sumner County (830)

Review ID: 853

Exit Conference Date: 2/23/2018

Review Year: 2018

Month of Review: January

Lead Reviewer: Stephanie Dyer

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

100 - Certification and Benefit Issuance	V-0100	There were errors in application processing. Five applications were approved free and should have been reduced. One student was mistakenly extended eligibility and should have been paid.	Change the benefit status of the six students in error and upload the notification letter for each to demonstrate corrective action.
1000 - Local School Wellness Policy	V-1000	The local wellness policy did not contain all required components.	Revise the local wellness policy to include a plan to incorporate required community stakeholders in the creation and revision of the local wellness policy, marketing guidelines of competitive foods and beverages, goals for nutrition promotion, NSLP and SBP meal pattern requirements, local wellness policy assessment and implementation plan, and how the policy will be shared with the public. Upload the revised wellness policy for corrective action.
800 - Civil Rights	V-0800	The non-discrimination statement was not used in its entirety on letters (benefit issuance, verification, denial) that were mailed to households.	Update letters sent to households so that they include the non-discrimination statement in its entirety. Upload updated letters to demonstrate compliance.

Site - Level Findings: Hendersonville Senior High (0040)

1100 - Smart Snacks in School (2018)	V-1100	Items sold to students via vending machines and the coffee bar were not smart snack compliant. Since items were available daily, the state limit of 20 day per semester was exceeded.	Limit the operation of the vending machines and the coffee bar to adhere to the 20 days per semester limit or change all items sold to be compliant with Smart Snack regulations. For proof of compliance, provide a document stating how often clubs, the vending machines and the coffee bar will be selling food as fundraisers.
400 - Meal Components and Quantities - Lunch	V-0400	On the day of review, seven incomplete meals were observed and counted for reimbursement.	Retrain cafeteria staff on the proper implementation of OVS. Attach an agenda and signed roster of trainees as documentation that this training has occurred.

Site - Level Findings: Clyde Riggs Elementary (0095)

800 - Civil Rights	V-0800	Students were being told by a lunch room monitor that they must sit in a "boy-girl" pattern in the cafeteria.	Discontinue separating children by gender, unless there are specific, documented reasons that children must be seated in a segregated format. Either provide documentation of state agency approval for segregated lunchroom practices or upload appropriate proof that this is no longer standard practice.
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Site - Level Findings: Vena Stuart Elementary (0109)

400 - Meal Components and Quantities - Breakfast	V-0400	On the day of review, three meals were observed without the 1/2 cup fruit or vegetable requirement.	Retrain cafeteria staff on the proper implementation of OVS. Attach an agenda and signed roster of trainees as documentation that this training has occurred.
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Site - Level Findings: Portland West Middle (0140)

1400 - Food Safety	V-1400	There were items stored in the cooler that were more than one year old.	Discard the outdated items, and adjust monthly inventory accordingly. For proof of compliance, upload a copy of the inventory sheet that highlights the disposal/removal of the items.
1700 - Afterschool Snack	V-1700	The employees were not following the holding hot and cold foods standard operating procedure during the afterschool snack program operation.	Retrain staff on implementing the holding hot and cold potentially hazardous foods Standard operating procedure to ensure temperatures are recorded and tracked properly. For proof of compliance, upload the training agenda, attendees sign in sheet and a copy of the document being used to record the temperatures.