



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

November 17, 2017,

Mr. Clint Satterfield, Director
Trousdale County
103 Lock Six Road
Hartsville, TN 37074

Dear Mr. Satterfield:

Please find attached the summary review of findings from the School Nutrition Program's 2017-18 fiscal year administrative review of Trousdale County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 6, 2017, with the exit date of November 9, 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 Trousdale County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than January 12, 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 Trousdale 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 closing letter 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

Trousdale County (850)

Review ID: 796

Exit Conference Date: 11/9/2017

Review Year: 2018

Month of Review: October

Lead Reviewer: Gary Gluch

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

1200 - Professional Standards	V-1200	The School Nutrition Director was unable to provide certification of completion for food training.	Complete a food safety course by December 22, 2017. Submit evidence of course completion to demonstrate compliance.
1200 - Professional Standards	V-1200	Additional employee who provides limited administrative duties, was not aware of the professional standard training hours requirement.	Complete the required four (4) hours of professional standard training hours and submit proof of completion OR submit an action plan of the course(s) and hours that will be obtained during this school year, July 1, 2017- June 30, 2018.

Site - Level Findings: Jim Satterfield Middle School (0015)

1400 - Food Safety	V-1400	The most recent food safety inspection report was not being publicly posted.	Post the most current food safety inspection report so students can view the results. For proof of compliance, attach photo of the displayed food safety inspection report.
1400 - Food Safety	V-1400	A portion of the School Food Authority's written food safety plan was not implemented. Dented cans were not separated for return to the vendor.	Retrain staff on receiving procedures for damaged products, including dented cans. For proof of compliance, upload documentation of training (agenda and sign-in sheets)
400 - Meal Components and Quantities - Breakfast	V-0400	Only one half cup of fruit was being offered to students for breakfast using the breakfast in the classroom model. The daily fruit offering of one cup was not being met.	Revise menus for the breakfast in the classroom menu to reflect the offering of one cup of fruit. Revise the production records for the entire cycle menu to reflect the changes. For proof of compliance, attach the revised production records.