



**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

May 21, 2017

Mrs. Kathy Segers, Director  
Tennessee School for the Blind  
115 Stewarts Ferry Pike  
Donelson, TN 37214-2921

Dear Mrs. Segers:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Tennessee School for the Blind's National School Lunch Program, School Breakfast Program and Afterschool Snack Program. This review was conducted the week of April 17, 2017 with the exit date of April 21, 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 Tennessee School for the Blind shall be documented, supported, and listed in the "Compliance" section in TMAC no later than May 26, 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 Tennessee School for the Blind'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

**Tennessee School For The Blind (963)**

**Review ID: 559**

**Exit Conference Date: 4/21/2017**

Review Year: 2017

Month of Review: March

Lead Reviewer: Peter McNeilly

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

1200 - Professional Standards	V-1200	The school food authority (SFA) had not been tracking training hours for employees by using a training tracker. Training hours were tracked by agendas only.	Use the USDA tracking tool or develop a training hour tracking tool for the school nutrition employees. Include employee name, status (full time/part time), title, and hire date in the tracking tool.  Upload completed tracking tools for each employee to demonstrate compliance.
700 - Resource Management	V-0700	The SFA has not been charging the minimum amount for adult meals; they are charging \$2.00 for the meals. The SFA should be charging at least the amount of reimbursement received for a free lunch plus the per-meal value of both entitlement and bonus donated foods.	Create a plan to ensure that next year the adult meal price will be higher than what is currently being charged.  Upload the plan of action to increase adult meal prices.

**Site - Level Findings: TN School for the Blind (0005)**

1400 - Food Safety	V-1400	There were no logs available for coolers, freezers, or dish machines and the state agency (SA) was able to find only one thermometer calibration log.	Develop temperature logs for the cooler, freezer, and dish machines and keep daily recordings for these pieces of equipment. Ensure that thermometer calibration is conducted once a month or as needed, and train staff on how to conduct thermometer calibration.  Upload a copies of completed cooler, freezer dish machines and calibration logs Also upload a training agenda and sign-in sheet for
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			thermometer calibration training.
1700 - Afterschool Snack	V-1700	The SFA was basing the amount of after school snacks produced on the population of students living on campus for that week. The youth worker who oversees the distribution of the after school snack program in each cottage is not being held accountable to oversee the snack program and count the snacks given out correctly.	Develop a procedure for the youth workers, who oversee the snack program, to count the snacks given out to the students accurately.  Upload a copy of the procedure that has been put in place as evidence of compliance.
1700 - Afterschool Snack	V-1700	The SFA had not been completing production records for the afterschool snack.	Complete production records for the after school snack program. Use the menus and pull sheets to complete the production records for the month of March.  Upload a week of afterschool snack production records as documentation of compliance.
1700 - Afterschool Snack	V-1700	The SFA had not completed the after school snack onsite monitoring form in the first 4 weeks of operation, and had not been conducted at the time of the review.	Complete the on-site monitoring form for the after school snack program, and upload the completed on-site monitoring form as documentation of compliance.
300 - Meal Counting and Claiming - Lunch	V-0300	The SFA had not conducted the required attendance adjusted edit check before submitting a claim for reimbursement.	Conduct the required attendance adjusted edit check before submitting a claim for reimbursement. Develop a local attendance percentage factor for the SFA.  Upload documentation that indicates edit checks are being conducted.
400 - Meal Components and Quantities - Breakfast	V-0400	The SFA did not have signage posted in the cafeteria explaining what constitutes as a reimbursable meal.	Display signage in the cafeteria explaining what a reimbursable meal is to the students.
400 - Meal Components and Quantities - Breakfast	V-0400	The SFA had not been completing production records on a daily basis and was unable to produce production records for the month of review. The	Complete production records for the month of review and complete the production record training supplied by the institute of child nutrition (ICN).

		SFA does have the documentation they need to be able to produce production records, meal counts, pull sheets, standardized recipes.	Upload the production records and the certificate of completion for the training as documentation of compliance.
400 - Meal Components and Quantities - Lunch	V-0400	The school food authority (SFA) did not have signage posted in the cafeteria explaining what constitutes as a reimbursable meal. There was information posted about healthy eating, but this information did not explain what a reimbursable meal is.	Display signage explaining what reimbursable meal is for the students.  Upload a picture of the signage on display in the meal service area as documentation of compliance.
400 - Meal Components and Quantities - Lunch	V-0400	The SFA had not been completing production records on a daily basis and was unable to produce production records for the month of review. The SFA does have the documentation need to be able to produce production records, meal counts, pull sheets, standardized recipes.	Complete production records for the month of review and complete the production record training supplied by the institute of child nutrition (ICN).  Upload the production records and the certificate of completion for the training as documentation of compliance.
500 - Offer versus Serve	V-0500	The SFA uses family style method for food service and had assistants who monitored the meal service to ensure the students were taking the required items for offer vs. serve (OVS) and that they were taking enough food for the meal pattern. However these assistants had not had OVS training.	Train the assistants on OVS either online with ICN, or have the SFA's consultant complete the training onsite.  Upload documentation that training has taken place.
500 - Offer versus Serve	V-0500	The SFA did not have signage posted in the cafeteria explaining what constitutes a reimbursable meal.	Display signage explaining what reimbursable meal is for students.  Upload a picture of the signage on display in the meal service area as documentation of compliance.