



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 2, 2016

Mr. Brian Swearingen, Director
Upper Cumberland Human Resource Agency (UCHRA)
580 South Jefferson, Suite B
Cookeville, TN 38501-4010

Dear Mr. Swearingen:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of UCHRA's National School Lunch Program and School Breakfast Program. This review was conducted the week of October 10, 2016, with the exit date of November 16, 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 UCHRA shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 14, 2016. 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 UCHRA'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

UCHRA (R660)

Review ID: 1140

Exit Conference Date: 10/12/2016

Review Year: 2017

Month of Review: August

Lead Reviewer: Stephanie Dyer

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

800 - Civil Rights	V-0800	All program materials must have the long non-discrimination statement.	Ensure all program material has the appropriate non-discrimination statement stated.
900 - SFA On Site Monitoring	V-0900	The on-site monitoring was completed for lunch prior to February 1, however the "Today's Meal Counts by Category" and "Number of Students Approved by Category" was not completed.	Ensure the form is completed correctly for the SY 2016-2017.

Site - Level Findings: Chance Transitional School (0011)

1400 - Food Safety	V-1400	1406: Food temperature logs for selected dates were not available for review.	Ensure all food temperature logs are completed daily.
400 - Meal Components and Quantities - Lunch	V-0400	The minimum daily quantity requirements for M/MA were not met for the age/grade group being served.	Revise menu with M/MA items that meet the minimum daily quantity for the age/grade group being served. Upload crediting information to support this documentation.
400 - Meal Components and Quantities - Lunch	V-0400	Some items served were not placed on the production record, such as leftover bananas and Peanut Butter Sandwiches (vegetarian option).	Ensure that ALL items served/produced for the students are listed on the production records.
500 - Offer versus Serve	V-0500	Signage was not displayed at the serving line to explain what constitutes as a reimbursable meal to students.	Display signage at the serving line that explains what constitutes a reimbursable meal to students including the requirement to select 1/2 cup fruit or vegetable.