



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

July 19, 2018

Mr. Wes Kennedy
Union City Schools
408 Depot Street
Union City, TN 38261

Dear Director Kennedy:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Union City's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 15, 2018, with the exit date of January 18, 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 April 27, 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 Union City'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

Union City (661)

Review ID: 806

Exit Conference Date: 1/18/2018

Review Year: 2018

Month of Review: December

Lead Reviewer: Cindy Cooper

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

1000 - Local School Wellness Policy	V-1000	The district wellness policy did not include all required components. The district was using an old Tennessee School Board Association (TSBA) Policy, "Student Wellness, 6.411", which did not indicate specific goals.	Create a wellness policy that includes all required components and upload a copy of the policy to demonstrate compliance.
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Site - Level Findings: Union City High School (0015)

1400 - Food Safety	V-1400	Cooling logs for selected dates were not available for review.	Re-train staff on the proper process of cooling hot foods and upload a log that indicates corrective action has occurred.
1400 - Food Safety	V-1400	Calibration logs for selected dates were not available for review.	Re-train staff on the proper thermometer calibration process and upload a log that indicates corrective action has occurred.