



**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

August 10, 2018

Dr. Bill Flanary  
Washington County Schools  
405 West College Street  
Jonesborough, TN 37659

Dear Director Flanary:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Washington County's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 9, 2018, with the exit date of April 12, 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 1, 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 Washington 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

**Washington County Schools (900)**

**Review ID: 741**

**Exit Conference Date: 4/12/2018**

Review Year: 2018

Month of Review: February

Lead Reviewer: Chris Crutcher

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

100 - Certification and Benefit Issuance	V-0100	Many applications within the review sample were not approved timely. 7 CFR 245.6(c)(6)(i) requires eligibility determinations, and notifications be made, status implemented within ten operating days of receipt of the application.	Revise the application process and establish an internal control to ensure compliance with the determination requirements. Upload a copy of the procedure to demonstrate compliance.
100 - Certification and Benefit Issuance	V-0100	The direct certification notification letter did not contain all required information.	Revise the direct certification notification letter or use state prototype. Upload a copy of the letter that will be used for future determinations.
100 - Certification and Benefit Issuance	V-0100	A ten day notice of adverse action was given to students in carryover whose benefits decreased based upon a new application.	Communicate with the POS vendor to learn how to setup the eligibility system so that adverse action is not granted to students in carryover. Upload a procedure or screenshot from the system indicating this issue has been resolved.

100 - Certification and Benefit Issuance	V-0100	One application within the free and reduced sample size was approved incorrectly. The application was approved for free benefits based on income, but the income exceeded the eligibility guidelines for free meals.	Change status of affected student from free to reduced. Upload a copy of the household notification letter indicating the benefit change to demonstrate compliance.
100 - Certification and Benefit Issuance	V-0100	One student in the review sample was directly certified as foster incorrectly. The household submitted an application and the student should have been certified as foster via application. The online application was automatically marking all foster students as directly certified.	Contact software company to inquire about a fix for the online application process. Upload a copy of that communication and any applicable documents to demonstrate compliance.
200 - Verification	V-0200	The notification letter did not contain all required information. It did not indicate how households could contact the SFA at no charge.	Revise the notification letter or use state prototype. Upload a copy of the letter to demonstrate compliance.
200 - Verification	V-0200	The adverse action letter did not contain all required information. It did not state how many days the households had to file an appeal. 7 CFR 245.6a(j) requires the notification to advise households the an appeal must be filed within 10 calendar days.	Revise the adverse action letter or use state prototype. Upload a copy of the letter to demonstrate compliance.

900 - SFA On Site Monitoring	V-0900	On-site monitoring requirements were not met. Documentation was not available to indicate that on-site monitoring for breakfast had been completed at Ridge View Elementary in current or prior year. 7 CFR 220.11 requires 50 percent of schools operating the school breakfast program to be monitored annually.	Conduct on-site monitoring at Ridge View Elementary and upload completed review form to demonstrate compliance.
Resource Mgt Comprehensive Review	V-RMCRF	All non-program revenues and costs were not included in the NPR calculation. Adult meals and second meals were excluded from the calculation.	Calculate the non-program revenue ration and the food cost ration including all revenues and costs. Upload a copy of the corrected calculation to demonstrate compliance.

**Site - Level Findings: Boones Creek Elementary (0025)**

1400 - Food Safety	V-1400	Food safety requirements were not met. Hot holding temperatures were being taken correctly but corrective action was not documented for foods on the service line that were found to be less than 145 degrees.	Retrain cafeteria staff on proper hot holding procedures. Attach an agenda and signed roster of trainees as documentation that this training has occurred.
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**Site - Level Findings: Jonesborough Elementary (0060)**

1400 - Food Safety	V-1400	The most recent food safety inspection report was not posted in a publicly visible location. It was posted in the kitchen which is restricted to school personnel only.	Move the most recent food safety inspection to a location that can be viewed by the public. Upload a picture of the new location to demonstrate compliance.
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