



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

October 8, 2018

Mr. Randy Frazier
Weakley County Schools
8319 Hwy 22, Suite A
Dresden, TN 38225

Dear Director Frazier:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Weakley County's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 20, 2018, with the exit date of February 23, 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 September 7, 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 Weakley 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,

Lori Paisley

Executive Director, Healthy Schools

Weakley County (920)

Review ID: 815

Exit Conference Date: 2/23/2018

Review Year: 2018

Month of Review: January

Lead Reviewer: Kristen Nauss

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

100 - Certification and Benefit Issuance	V-0100	One application was approved without the required adult signature.	Contact the household and obtain the signature of the adult who completed the application. Upload a copy of the corrected application into TMAC.
1400 - Food Safety	V-1400	Non-domestic gravy and juice were found in storage at all sites, but was not listed on the Buy American waiver.	Request a Buy American waiver for the non-domestic items, and determine whether a domestic alternative is reasonable. Upload the copy of the Buy American waiver.
200 - Verification	V-0200	One application selected for verification listed both foster students and an income-based free student; however, only the income was verified during the verification process.	Obtain documentation from the household or the district foster liaison to verify the foster students. Upload documentation that verifies foster status or an adverse action letter changing students' status from free to paid.
Resource Mgt Comprehensive Review	V-RMCRF	Adult breakfast prices were insufficient according to the calculation referenced in FNS 732-5.	Raise adult breakfast prices to meet the minimum requirement for the current year. Upload documentation of compliant breakfast prices, such as a POS report, published prices, or board approval.

Site - Level Findings: Martin Middle (0045)

1400 - Food Safety	V-1400	Cooling logs did not document that food was cooled to 41 degrees.	Retrain staff on proper procedures for cooling hot food, and upload one week of logs to demonstrate corrective action has occurred.
1700 - Afterschool Snack	V-1700	The afterschool snack program was monitored six weeks after operation began, instead of the required first four weeks of operation.	Conduct the second review and create a plan to ensure the four week deadline is met. Upload a copy of the second review and the plan.

Site - Level Findings: Sharon School (0060)

1100 - Smart Snacks in School (2018)	V-1100	Two items available for purchase by students during the school day were non-compliant with smart snack standards.	Remove the two items from the vending machine and upload a photo as proof of compliance.
1700 - Afterschool Snack	V-1700	Adults not employed by food service who were assisting in the operation of afterschool snacks were being served free of charge.	Charge adults the appropriate price for snacks or submit a request to the state agency identifying the individuals, positions involved, and the degree to which their services are attributed to the nonprofit food service program. Upload a copy of the approved exemption or communication to staff with instructions how to correct the violation.
1700 - Afterschool Snack	V-1700	The afterschool snack program was monitored six weeks after operation began, instead of the required first four weeks of operation.	Conduct the second review and create a plan to ensure the four week deadline is met. Upload a copy of the second review and the plan.
300 - Meal Counting and Claiming - Lunch	V-0300	The meals for kindergarten students were not being counted at the point of service. The benefit issuance document was marked after the students sat down.	Revise the meal counting system so that meals are counted at the point of service, such as marking the roster as each student passes by the point of sale. Upload communication with site manager and/or staff to demonstrate corrective action has occurred.

400 - Meal Components and Quantities - Lunch	V-0400	Pre-Kindergarten (Pre-K) meals are recorded on the production record in combination with K-4 students for both planned and actual counts. Additionally, Pre-Kindergarten is served 1/4 cup servings fruits and vegetables but were listed on the production record as 1/2 cup.	Update production record columns to separate Pre-K in both the "Planned Portions" and "Actual Meal Counts" and record the correct serving sizes. Upload first page of a completed production record showing columns have been updated.
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