



April 4, 2025

Mr. Preston Caldwell
West Carroll County SSD
1415 Highway 77
Atwood, TN 38220-2235

Dear Director Caldwell:

Please find the attached summary review of findings from the School Nutrition Program's 2024-25 fiscal year administrative review of West Carroll County Special School District's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 17, 2025, with an exit date of March 19, 2025. The attached 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 must 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 district 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 May 5, 2025. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me to discuss the next steps. 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 fiscal action.

Upon receipt of West Carroll County Special School District'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,

A handwritten signature in black ink that reads "Joshua Nunnally". The signature is fluid and cursive, with the first name "Joshua" being more prominent than the last name "Nunnally".

Joshua Nunnally
State Director of School Nutrition
Tennessee Department of Education School Nutrition Program

West Carroll County Special School District (097)

Review ID: 3680

Exit Conference Date: 3/19/2025

Review Year: 2024-2025

Month of Review: February

Lead Reviewer: Gary Gluch

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

SFA - Level Findings

800 - Civil Rights	V-0800	Program materials did not contain the appropriate non-discrimination statement.	Ensure that the appropriate non-discrimination statement is being used on all program materials. Upload updated copies of materials as proof of compliance. Specifically noted on the Nutrition section of the District's Website.
1600 - School Breakfast and SFSP Outreach	V-1600	Observed the families were not informed of the availability and location of free meals for students via the Summer Food Service Program.	Post the USDA meal finder link on the district website as a resource for locating summer meal sites. Upload a link for the district website to demonstrate compliance. Summer Meals for Kids Site Finder Food and Nutrition Service
1000 - Local School Wellness Policy	V-1000	Observed that minimum required elements were not all included in the wellness policy.	Update policy or create a procedure to ensure the following components are addressed in the Local Wellness Policy (LWP): The policy must include language that outlines the triennial assessment. At least once every three years, the following is measured and made available to the public: the extent to which schools comply with the LWP, the extent to which the LWP compares to model local school wellness policies, and the progress made in attaining the goals of the LWP. The policy must include standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties or classroom snacks brought by parents). The policy must include requirements for marketing and advertising of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards on the school campus during the school day. Upload the documentation (procedure) that addresses the missing components of the policy or a corrected policy as proof of compliance.
1200 - Professional Standards	V-1200	Observed the School Food Authority is not tracking training hours.	Immediately track previous trainings to establish if training requirements were met for all staff. Establish a procedure to track required training hours and upload the plan for future trainings and the updated tracker.
1600 - School Breakfast and SFSP Outreach	V-1600	Observed evidence was not submitted proving that families were informed of the availability of the School Breakfast Program prior to, or at the beginning of, the school year.	Create a document in addition to the menu to inform families of the school breakfast program. Upload documentation indicating that information was dispersed to families.

Site - Level Findings: West Carroll High School (0005)

1700 - Afterschool Snack	V-1700	Observed that production record for snacks served in the Review Period did not meet production record requirements.	Upload one week of after school snack production records, using the afterschool snack program production record template located on the state agency website, to demonstrate compliance.
1400 - Food Safety	V-1400	Observed products in violation of the Buy American provision during either on-site or off-site storage facilities.	Obtain documentation from the vendor prior to receipt of a non domestic product that indicates the country of origin, pricing for domestic versus non-domestic product, and/or a statement indicating the product is not available in sufficient quantities domestically. School Food Authority is then to make the decision to receive or reject the product based on this information. Upload documentation based on the decision of the School Food Authority.
400 - Meal Components and Quantities - Lunch	V-0400	Observed that breakfast and lunch production records were not completed properly and that recipes were not standardized properly.	Correct and upload both breakfast and lunch production records and standardized recipes for vegetables served during the week of March 17-21, 2025.
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Update and provide a copy of a revised comprehensive food safety plan to include the regulatory items required by 7CFR 210.13. HACCP must be customized to the district and individual schools. Retrain on applicable SOP's and upload agenda and sign-in sheets.