



May 19, 2025

Mr. Jason Golden
Williamson County
1761 W. Main Street
Franklin, TN 37064-3706

Dear Director Golden:

Please find the attached summary review of findings from the School Nutrition Program's 2024-25 fiscal year administrative review of Williamson County Schools' National School Lunch Program and School Breakfast Program. This review was conducted the week of April 28, 2025, with the exit date of April 30, 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 30, 2025. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me to discuss 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 Williamson 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,

A handwritten signature in black ink that reads "Joshua Nunnally". The signature is written in a cursive, flowing style.

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

Williamson County (940)**Review ID: 3687****Exit Conference Date: 4/30/2025****Review Year: 2024-2025****Month of Review: March****Lead Reviewer: Brooke Walker-Babbs**

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

100 - Certification and Benefit Issuance	V-0100	Observed that a student was certified as migrant but there was no migrant documentation available to confirm the migrant status.	Change the status of the migrant student to reduced based on the income application provided and upload a copy of the household notification letter.
100 - Certification and Benefit Issuance	V-0100	The direct certification letter indicates that the family must notify the district of lost benefits, such as Medicaid, SNAP, and TANF. Once a student is determined to be directly certified, eligibility must remain in effect for the entire school year and for up to 30 operating days (except 7CFR 245.6(c)(3) into the subsequent school year, according to 7CFR 245.6(c)(1).	Update the direct certification letter to remove language to notify the school if benefits are lost. Upload the updated letter to demonstrate compliance.
200 - Verification	V-0200	Observed the School Food Authority's notice of adverse action did not contain all required information. The adverse action letters must have an appeal deadline and direct parents to contact the Hearing Official rather than the School Nutrition Director.	Update the notice of adverse action letter to contain all required information, including 10 days to file an appeal from the time of the letter, and change the contact information to the Hearing Official. Please upload a copy of the updated letter.
100 - Certification and Benefit Issuance	V-0100	Observed that the denial letter did not contain all of the required information.	Change the denial of benefits notification letter to include the hearing official. Upload a copy of the notification letter to demonstrate compliance.

Site - Level Findings: Creekside Elementary (0019)

1400 - Food Safety	V-1400	Observed on-site storage violations.	Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained.
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Site - Level Findings: Amanda H North Elementary (0034)

Infant and Pre-K Meal Pattern Checklist - Breakfast	V-INFA	During the meal service, the regional cafeteria manager confirmed that although Pre-K students do not participate in School Breakfast due to a later start time, she often provides a reimbursable breakfast for a student whose parents forget to pack a morning snack. The meal is recorded as reimbursable at the POS in the cafeteria and is delivered to the student for consumption in the classroom. Pre-K students do not go through the	Retrain staff on requirements for making program meal benefits available to all students, and the School Food Authority (SFA) may choose to revise SOPs to allow Pre-K students to participate in breakfast service and communicate this to households. Describe how you will prevent this finding from reoccurring in the future. Upload documentation to demonstrate compliance.
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		meal service line, and the option to receive a reimbursable breakfast in lieu of a parent-provided snack from home is not communicated and made available to all households.	
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