



**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

November 3, 2016

Ms. Merle Archer, Director  
Free Will Baptist Ministries  
90 Stanley Lane  
Greeneville, TN 37743

Dear Ms. Archer:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Free Will Baptist Ministries's National School Lunch Program and School Breakfast Program. This review was conducted the week of October 10, 2016, with the exit date of October 14, 2016. 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 for Free Will Baptist Ministries shall be documented, supported, and listed in the "Compliance" section in TMAC no later than November 14, 2016. 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 Free Will Baptist Ministries' 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 Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

**Free Will Baptist Ministries (R280)**

**Review ID: 1141**

**Exit Conference Date: 10/14/2016**

Review Year: 2017

Month of Review: September

Lead Reviewer: Peter McNeilly

<b>Area</b>	<b>Findings ID</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>
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**SFA - Level Findings**

	V-0700	The SFA was not charging the adults for their meals. As a benefit of employment, the adults get a lunch and the Ministries covers the cost of the meal.	Develop a spreadsheet to keep track of the adults who eat a meal daily and calculate how much was spent on adult meals. Use this data to calculate the amount of lost revenues from serving adult meals at no cost.
1200 - Professional Standards	V-1200	The SFA does not have a developed method to track professional standard hours for training they have attended.	Develop or use the USDA's professional standard tracking tool to calculate the amount of professional standards training the staff has participated in. The coding for topics and the professional standards tracking tool and more information on professional standards can be found at: <a href="http://www.fns.usda.gov/school-meals/professional-standards">http://www.fns.usda.gov/school-meals/professional-standards</a>
Resource Mgt Comprehensive Review	V-RMCRF	The SFA did not price the adult meals correctly. They are not charging teachers for the meals they receive, and the ministry is covering the cost of the meals.	Calculate the adult meal price by using the formula in the comment section. Upload the formula and the price in the SFA corrective action response tab.
Revenue from Non-program Foods Testing Chart	V-NPFTC	The SFA does not have a procedure to capture/record a la carte/adult meals on monthly invoices.	Develop a procedure for recording/capturing al a cart sales and adult meals. Submit plan to SA for review by due date in SFA corrective action response.

**Site - Level Findings: PATH (0015)**

1400 - Food Safety	V-1400	The SFA does not have a temperature log for the dish machine, and calibration logs for the thermometers for the SA to review.	Ensure there is a temperature log on the dish machine and have the temperature recorded daily. Calibrate thermometers on a weekly basis, or as needed, and record the results and corrective action on a calibration log. Perform a calibration log training with staff to ensure calibration of thermometers are calibrated correctly. Upload agenda and sign in sheet for
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			calibration training to the SFA Corrective Action Response.
300 - Meal Counting and Claiming - Breakfast	V-0300	The SFA does not keep an up to date roster on hand where the meal counts are taken.	Ensure the staff keeps an up to date roster of students at the meal counting location.
300 - Meal Counting and Claiming - Breakfast	V-0300	During the month of review, there were days when a student was counted twice for breakfast. The SFA also neglected to count a student for breakfast due to the student transferring from one cabin to another.	Ensure the meal counting system is able to count the students accurately. Having up to date rosters in the dining area would be helpful in tracking who is eating breakfast on any given day. The claim preparer will participate in a meal counting training provided by the Institute of Child Nutrition or from the State Agency. Upload documents to show training was conducted.
300 - Meal Counting and Claiming - Lunch	V-0300	The SFA does not keep an up to date roster on hand where the meal counts are taken.	Ensure the staff keeps an up to date roster of students at the meal counting location.
300 - Meal Counting and Claiming - Lunch	V-0300	The SFA does not conduct the required attendance adjusted edit check before submitting a claim for reimbursement.	Complete attendance adjusted edit check before submitting a claim for reimbursement. Calculate the SFA's attendance factor for the month of October and submit the percentage to the SA before filing the claim for reimbursement for October.
300 - Meal Counting and Claiming - Lunch	V-0300	During the month of review, there were days when a student was counted twice for breakfast. The SFA also neglected to count a student for breakfast due to the student transferring from one cabin to another.	Ensure the meal counting system is able to count the students accurately. Having up to date rosters in the dining area would be helpful in tracking who is eating breakfast on any given day. The claim preparer will participate in a meal counting training provided by the Institute of Child Nutrition or from the State Agency. Upload documents to show training was conducted.
400 - Meal Components and Quantities - Breakfast	V-0400	The SFA does not have signage explaining what constitutes a reimbursable meal in the dining area.	Print off signage that shows students what constitutes a reimbursable meal. This signage can be found on the Team Nutrition website, or off of the USDA website. Hang this signage in the dining area for the students to see as they come down the meal line to collect their meal. Provide documentation showing the signage is on display in the dining area.
400 - Meal Components and Quantities - Breakfast	V-0400	The SFA was not keeping production records containing the required sections. The SFA has the product name and the amount prepared on a temperature log. While the crediting information is kept for the items, but not on the production record, and the planned portions and the left overs are kept	Ensure the production records are completed for September and completed daily as required going forward. The SFA is being given 2 weeks to create production records for the month of review, September, and submit to the SA for review.

		in another note book.	
400 - Meal Components and Quantities - Lunch	V-0400	The SFA does not have signage explaining what constitutes a reimbursable meal in the dining area.	Print off signage that shows students what constitutes a reimbursable meal. This signage can be found on the Team Nutrition website, or off of the USDA website. Hang this signage in the dining area for the students to see as they come down the meal line to collect their meal. Provide documentation showing the signage is on display in the dining area.
400 - Meal Components and Quantities - Lunch	V-0400	The SFA was not keeping production records containing the required sections. The SFA has the product name and the amount prepared on a temperature log. While the crediting information is kept for the items, but not on the production record, and the planned portions and the left overs are kept in another note book.	Ensure the production records are completed for September and completed daily as required going forward. The SFA is being given 2 weeks to create production records for the month of review, September, and submit to the SA for review.