



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 17, 2016

Mr. Michael McKenna, Director
Memphis Delta Prep
1299 East McLemore Avenue, Suite B
Memphis, TN 38106

Dear Mr. McKenna:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Memphis Delta Prep's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 7, 2016, with the exit date of November 9, 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 Memphis Delta Prep shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 9, 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 Memphis Delta Prep'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 Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

Memphis Delta Prep (C311)

Review ID: 1150

Exit Conference Date: 11/9/2016

Review Year: 2017

Month of Review: September

Lead Reviewer: Lindsay Baldwin

Area	Findings ID	Finding Description	Required Corrective Action
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Site - Level Findings: Memphis Delta Prep (0001)

1700 - Afterschool Snack	V-1700	There were 5 meals that were counted during the snack meal service that were not reimbursable because they did not have two components.	Retrain staff on after school snack meal pattern to ensure that the meals that are being counted contain the 2 required components.
300 - Meal Counting and Claiming - Lunch	V-0300	During the lunch meal service, in one of the classrooms where counts were being taken, the teacher was counting the students off before the students received the meal.	Retrain staff to ensure that they are taking counts after the students receive the meal.