



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

Mrs. Allison Driver, Director
Smithson- Craighead Academy
730 Neely's Bend Road
Madison, TN 37115

Dear Mrs. Driver:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Smithson- Craighead Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of October 31, 2016, with the exit date of November 3, 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 Smithson- Craighead Academy shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 30, 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 Smithson- Craighead Academy'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,

A handwritten signature in cursive script that reads "Phyllis M. Hodges".

Phyllis Hodges, State Director

Smithson Craighead Academy (C754)

Review ID: 1149

Exit Conference Date: 11/3/2016

Review Year: 2017

Month of Review: September

Lead Reviewer: Lindsay Baldwin

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

800 - Civil Rights	V-0800	Although a training was conducted, there was not enough documentation on file to show that the required civil rights topics were covered.	Complete the civil rights training using the sample powerpoint and agenda provided by the Tennessee Department of Education.
Resource Management Comprehensive Review	V-RMCRF	The adult meal prices for breakfast and lunch are set below the federal reimbursement rates. Prices should be equal to or greater than the federal free rate of 3.24 for lunch and 2.04 for breakfast.	Increase the adult breakfast and lunch meal prices to meet the minimum price requirements.

Site - Level Findings: Smithson Craighead Academy (8001)

1400 - Food Safety	V-1400	The standard operating procedure (SOP) for Employee Health and Personal Hygiene is not being followed. The SOP states that no necklaces, bracelets, or dangling jewelry are permitted. It also states that wedding bands only are permitted. One employee was wearing multiple dangling bracelets and a ring with stones while serving the meals.	Follow the Employee Health and Personal Hygiene SOP.
1400 - Food Safety	V-1400	Receiving logs were available, but they did not have temperature logs for	Document temperatures when checking the refrigerator, hot holding unit, milk cooler, and when calibrating thermometers.

		calibrating thermometers, holding temperatures, and equipment temperatures for the refrigerator, milk cooler, and hot holding unit.	
400 - Meal Components and Quantities - Breakfast	V-0400	The SFA did not meet the requirement in which at least 50% of the grain items offered are whole grain, and the SFA does not have a waiver on file with the State Agency. The items that were not whole grain were the cinnamon swirl toast, the blueberry muffin, and the fruit loops.	Purchase items that meet the whole grain requirement, or submit a whole grain waiver to the State Agency.
400 - Meal Components and Quantities - Lunch	V-0400	The pasta served on Wednesday, September 21 during the review period was not whole grain, and the SFA does not have a whole grain waiver on file with the State Agency.	Obtain a waiver from the State Agency for approval to serve non-whole grain pasta, or serve a whole grain pasta.
500 - Offer versus Serve	V-0500	Signage was not available as to what constitutes a reimbursable meal.	Post signage for what constitutes a reimbursable meal.