



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING
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NASHVILLE, TENNESSEE 37243-1403

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BILL HASLAM
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

February 13, 2018

Neta Munsey, Board Chair
Claiborne County Board of Education
910 Alpha Drive
New Tazewell, Tennessee 37825

Dear Ms. Munsey,

The Department of Human Services (DHS) - Audit Services Division staff conducted an unannounced on-site monitoring review of the Child and Adult Care Food Program (CACFP) at Claiborne County Board of Education (Sponsor), Application Agreement number 00-218, on February 5, 2018. The purpose of this review was to determine if the Sponsor complied with *Title 7 of the Code of Federal Regulations (CFR)* applicable parts, application agreement, and applicable Federal and State regulations

Background

CACFP Sponsors utilize meal count sheets to record the number of breakfast, lunch, supper, and supplement meals served. Meals served by participating Sponsors must meet the minimum guidelines set by the United States Department of Agriculture (USDA) and DHS to be eligible for reimbursement. The CACFP Sponsor reports the number of meals served through the DHS Tennessee Information Payment System (TIPS) to seek reimbursement. We inspected meal counts sheets for our test period and reconciled the meals claimed to the meals reported as served for each meal service. We also assessed compliance with civil rights requirements. In addition, we observed a lunch meal service at The Alpha School on December 5, 2017.

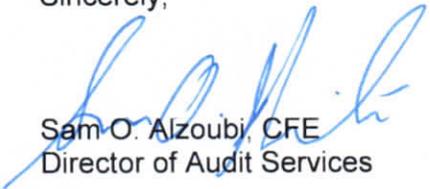
Our review of the Sponsor's records for the test month of December 2017 revealed there were no significant deficiencies. We commend the staff for the proper record keeping.

Technical Assistance Provided

Technical assistance was neither requested nor provided.

We appreciate the assistance provided during this review. If you have any questions regarding this report, please contact Sean Baker, Audit Director 2, at 615-313-4727 or Sean.Baker@tn.gov.

Sincerely,



Sam O. Alzoubi, CFE
Director of Audit Services

Exhibit

cc: Joanne Wells, Principal, The Alpha School
Allette Vayda, Director, Child and Adult Care Food Program
Debra Pasta, Program Manager, Child and Adult Care Food Program
Elke Moore, Administrative Services Assistant 3, Child and Adult Care Food Program
Constance Moore, Program Specialist, Child and Adult Care Food Program
Marty Widner, Program Specialist, Child and Adult Care Food Program
Comptroller of the Treasury, State of Tennessee

EXHIBIT

Verification of CACFP Independent Center Claim

Center: Claiborne County Board of Education/The Alpha School

Review Month/Year: December 2017

Total Reimbursement: \$1,625.14

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled to Documentation
Number of Days CACFP Food Service	13	13
Total Attendance	730	730
Number of Breakfast Served	524	524
Number of Lunches Served	582	582
Number of Supplements Served	394	394
Number of Participants in Free Category	24	24
Number of Participants in Reduced-Price Category	8	8
Number of Participants in Paid Category	43	43
Total Number of Participants	75	75
Total Amount of Food Costs	XXXXXXXX	\$ 1,523.71
Total Amount of Eligible Food and Nonfood Costs	XXXXXXXX	\$ 1,685.01