



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING
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BILL HASLAM
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

April 26, 2018

Dwain Land, Board Chair
Sequatchie Valley Planning and Development Agency
PO Box 2212
Jasper, Tennessee 37347-2212

Dear Mr. Land,

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 Sequatchie Valley Planning and Development Agency (Sponsor), Application Agreement number 00-484, on March 19, 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.

Our review of the Sponsor's records for January 2018 disclosed no deficiencies.

Technical Assistance Provided

During our visit on March 19, 2018, technical assistance was provided regarding the nutritional requirements for creditable milk substitutes.

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

Exhibits

cc: D. Keith Cartwright, Vice Chair, Sequatchie Valley Planning and Development
Judy Graham, COO/Director, Sequatchie Valley Planning and Development
Vicki Mears, Fiscal Director, Sequatchie Valley Planning and Development
Allette Vayda, Director of Operations, Child and Adult Care Food Program
Debra Pasta, Program Manager, 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
Elke Moore, Administrative Service Assistant 3, Child and Adult Care Food Program
Comptroller of the Treasury, State of Tennessee

EXHIBIT A

Verification of CACFP Sponsor of Affiliated Centers

Name of Agency: Sequatchie Valley Planning and Development Agency

Review Month/Year: January 2018

Total Meal Reimbursement Received: \$19,616.56

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled to documentation
Total Days of CACFP Food Service	15	15
Total Attendance	3,443	3,443
Number of Breakfasts Served	3,204	3,204
Number of Lunches Served	3,337	3,337
Number of Supplements Served	2,790	2,790
Total Number of Centers	11	11

EXHIBIT B

Verification of Head Start Site

Rhea County Head Start

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled to documentation
Total Days of CACFP Food Service	13	13
Total Attendance	711	711
Number of Breakfasts Served	665	665
Number of Lunches Served	697	697
Number of Supplements Served	592	592
Total number of participants	72	72

EXHIBIT C

Verification of Head Start Site

Whitwell Head Start

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled to documentation
Total Days of CACFP Food Service	10	10
Total Attendance	256	256
Number of Breakfasts Served	246	246
Number of Lunches Served	254	254
Number of Supplements Served	222	222
Total number of Participants	18	18