



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

February 5, 2019

Gary Reasons, Board Chairman
Northwest TN Economic Development Council
938 C Walnut Avenue West
McKenzie, Tennessee 38201-1970

Dear Mr. Reasons,

The Department of Human Services (DHS) - Division of Audit Services staff conducted an unannounced on-site monitoring review of the Child and Adult Care Food Program (CACFP) at Northwest Tennessee Economic Development Council (Sponsor), Application Agreement number 00445, on January 9, 2019. Additional information was requested and provided on January 18, 2019. The purpose of this review was to determine if the Sponsor complied with *Title 7 of the Code of Federal Regulations* (CFR) applicable parts, provider 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 breakfast meal service on October 24, 2018, at Newbern Head Start, a lunch meal service on October 24, 2018, at Washington Douglass Head Start/Early Head Start and a breakfast meal service on October 25, 2018, at Fayette County Head Start.

Based on our review of the Sponsor's records and information provided, the Sponsor had 17 feeding sites operating during the review period. The **Newbern Head Start, Washington Douglas Head Start/Early Head Start, and Fayette County Head Start** sites were selected as the sample feeding sites.

Our review of the Sponsor's available records disclosed no significant deficiencies.

Note: Our observations of meals service in October 2018 revealed no deficiencies.

Technical Assistance Provided

The Sponsor was provided technical assistance in regards to completing the racial ethnic data information correctly on the monitoring forms.

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: L. Don Ridgeway, Executive Director, Northwest TN Economic Dev. Council
Stacy Smith, Health and Nutrition Coordinator, Northwest TN Economic Dev. Council
Allette Vayda, Director of Operations, 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 A

Sponsor of CACFP Head Start Meals Program Data

Sponsor: Northwest TN Economic Dev. Council

Review Month/Year: October 2018

Total Reimbursement: \$72,345.69

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	17	17
Number of Sites	17	17
Total Attendance	13,973	13,973
Number of Breakfast Meals Served	13,447	13,447
Number of Lunch Meals Served	13,544	13,544
Number of Supplements Served	288	288
Total Amount of Food Costs	XXXXXXXX	\$68,053.25
Total Amount of Eligible Food and Nonfood Costs	XXXXXXXX	\$90,301.62

Exhibit B

Head Start Meals Site Data

Sample Site: Newbern Head Start

Month: October 2018

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	15	15
Total Attendance	410	410
Number of Breakfast Meals Served	401	401
Number of Lunch Meals Served	409	409

Exhibit C

Head Start Meals Site Data

**Sample Site: Washington Douglas Head Start/ Early Head Start
Month: October 2018**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	17	17
Total Attendance	2,761	2,761
Number of Breakfast Meals Served	2,645	2,645
Number of Lunch Meals Served	2,729	2,729
Number of Supplements Served	31	31

Exhibit D

Head Start Meals Site Data

**Sample Site: Fayette County Head Start
Month: October 2018**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	17	17
Total Attendance	480	480
Number of Breakfast Meals Served	469	469
Number of Lunch Meals Served	477	477
Number of Supplements Served	28	28