



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1403

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BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

February 4, 2020

Tammy Swenson, Vice President of Business & Finance
Chattanooga State Community College
Child Development Center
4501 Amnicola Highway
Chattanooga, Tennessee 37406-1097

Dear Ms. Swenson:

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 Chattanooga State Community College Child Development Center (Sponsor), Application Agreement number 00198 on December 16 and 18, 2019. The purpose of this review was to determine if the Sponsor complied with the *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, 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) for 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 November 19, 2019.

Our review of the Sponsor's records for November 2019 disclosed the following:

- 1. The Sponsor reported the number of participants in the free and paid categories incorrectly**

Condition

Based on our review of the Claim for Reimbursement for November 2019, we noted the

Sponsor reported three (3) participants in the free category, one (1) participant in the reduced-price category, and 34 participants in the paid category. However, based on our review of the records available, we noted that there were two (2) participants in the free category, one (1) participant in the reduced-price category, and 36 participants in the paid category.

The differences were based on the following:

- There were two participants reported in the free category that did not have a correct or current Families First Assistance case number with no income listed on the CACFP application. These participants were reclassified as paid.
- The free category was underreported by one participant.

There were 38 participants reported on the Claim for Reimbursement. However, based on our review of the Sponsor's records, we found there were 39 participants enrolled in the program.

As a result, the sponsor overreported the number of participants in the free category by one (1) participant and underreported the number of participants in the paid category by two (2) participants. (See Exhibit)

This is a repeat finding from a previous report dated November 20, 2017.

Criteria

Title 7 of the Code of Federal Regulations, Section 226.10(c) states, "... In submitting a Claim for Reimbursement, each institution shall certify that the claim is correct and that records are available to support that claim ..."

Title 7 of the Code of Federal Regulations, Section 226.15(e)(2) states, "All types of centers, except for emergency shelters and at-risk afterschool care centers, must maintain information used to determine eligibility for free or reduced-price meals in accordance with §226.23(e)(1). For child care centers, such documentation of enrollment must be updated annually, signed by a parent or legal guardian, and include information on each child's normal days and hours of care and the meals normally received while in care."

Title 7 of the Code of Federal Regulations, Section 226.17(b)(8) states, in part, "Child care centers shall collect and maintain documentation of the enrollment of each child, including information used to determine eligibility for free and reduced-price meals in accordance with §226.23(e)(1). ..."

Recommendation

The Sponsor should maintain all information used to determine eligibility and ensure that each participant is classified and reported accurately based on categorical or income eligibility.

2. The Sponsor reported meal counts incorrectly

Condition

During our on-site visit, we requested the Claim for Reimbursement for November 2019, based on the claim documents, the Sponsor claimed 470 breakfast meals, 606 lunch meals, and 533 supplements. However, based on our review of available documents, we noted that there were

supporting documents for 462 breakfast meals, 587 lunch meals, and 519 supplements, prior to any meal disallowances.

As a result, eight (8) breakfast meals, 19 lunch meals, and 14 supplements claimed for reimbursement were overreported. (See Exhibit)

Criteria

Title 7 of the Code of Federal Regulations, Section 226.10(c) states, "... In submitting a Claim for Reimbursement, each institution shall certify that the claim is correct and that records are available to support that claim...."

Recommendation

The Sponsor should ensure that claims for reimbursement are completed correctly and based on accurate supporting documents.

3. The Sponsor provided infant menus that did not meet the USDA meal pattern requirements

Condition

Based on our review of the infant menus provided by the Sponsor for the test month, the menus provided did not meet the USDA meal pattern requirements. The menus provided had deficiencies as follows:

Infants Ages 0 – 5 months

Infant: IJ

Date	Menu	Missing Component	Meal
11/11/19	Oatmeal, Carrots	Breast Milk/Formula	Supplement
11/13/19	Oatmeal	Breast Milk/Formula	Supplement
11/19/19	Oatmeal, Banana	Breast Milk/Formula	Supplement

Infant: LC

Date	Menu	Missing Component	Meal
11/14/19	Oatmeal, Banana	Breast Milk/Formula	Supplement
11/25/19	Oatmeal, Banana	Breast Milk/Formula	Supplement
11/26/19	Oatmeal, Sweet Potatoes, Bananas	Breast Milk/Formula	Supplement

Infants Ages 6 – 11 months

Infant: IF

Date	Menu	Missing Component	Meal
11/1/19	Carrots, Goldfish	Breast Milk/Formula	Supplement
11/4/19	Apple Sauce	Breast Milk/Formula and Infant Cereal	Lunch
11/4/19	Peas, Infant Cereal	Breast Milk/Formula	Supplement
11/7/19	Apple Juice, Mango, Saltines	Breast Milk/Formula	Supplement
11/8/19	Pizza, Applesauce, French fries	Breast Milk/Formula and Infant Cereal	Lunch
11/8/19	Formula, Graham crackers	Vegetable/Fruit	Supplement

11/11/19	Chicken and Dumpling, Pears, Corn	Breast Milk/Formula	Lunch
11/11/19	Ritz	Breast Milk/Formula and Vegetable/Fruit	Supplement
11/20/19	Chicken Alfred, Wheat Bread, Mixed Veggie, Mandarin Orange	Breast Milk/Formula	Lunch
11/20/19	Goldfish	Breast Milk/Formula and Vegetable/Fruit	Supplement
11/21/19	Formula	Infant Cereal/Meat or Meat Alternative and Vegetable/Fruit	Breakfast
11/21/19	Cod Nuggets, Wheat Bread, Peas, Peaches	Breast Milk/Formula	Lunch
11/21/19	Goldfish	Breast Milk/Formula and Vegetable/Fruit	Supplement
11/22/19	Mango, Oatmeal	Breast Milk/Formmula	Breakfast
11/26/19	Formula	Infant Cereal/Meat or Meat Alternative and Vegetable/Fruit	Breakfast

Infant: MG

Date	Menu	Missing Component	Meal
11/4/19	Formula	Infant Cereal/Meat or Meat Alternative and Vegetable/Fruit	Breakfast
11/4/19	Formula, Green Beans, Applesauce	Bread/Cracker/Cereal	Supplement
11/5/19	Formula	Infant Cereal/Meat or Meat Alternative and Vegetable/Fruit	Breakfast
11/5/19	Formula, Pears	Bread/Cracker/Cereal	Supplement
11/6/19	Formula	Bread/CrackerCereal and Vegetable/Fruit	Supplement
11/7/19	Formula	Infant Cereal/Meat or Meat Alternative and Vegetable/Fruit	Breakfast
11/7/19	Formula, Green Beans, Sweet Potatoes	Infant Cereal/Meat or Meat Alternative	Lunch
11/8/19	Formula, Carrots	Infant Cereal/Meat or Meat Alternative	Lunch
11/8/19	Formula	Bread/CrackerCereal and Vegetable/Fruit	Supplement
11/11/19	Formula	Infant Cereal/Meat or Meat Alternative and Vegetable/Fruit	Breakfast
11/11/19	Formula, Green Beans, Applesauce	Bread/Cereal	Supplement
11/12/19	Formula, Carrots, Green Beans	Infant Cereal/Meat or Meat Alternative	Lunch
11/12/19	Green beans, Applesauce	Breast Milk/Formula and Bread/Cereal	Supplement
11/13/19	Formula, Sweet Potatoes, Applesauce	Infant Cereal/Meat or Meat Alternative	Lunch
11/14/19	Sweet Potatoes, Oatmeal	Breast Milk/Formula	Supplement
11/18/19	Formula	Infant Cereal/Meat or Meat Alternative and Vegetable/Fruit	Breakfast
11/18/19	Formula	Infant Cereal/Meat or Meat	Lunch

		Alternative and Vegetable/Fruit	
11/19/19	Formula	Infant Cereal/Meat or Meat Alternative and Vegetable/Fruit	Breakfast
11/19/19	Formula	Bread/Cereal and Vegetable/Fruit	Supplement
11/20/19	Formula	Infant Cereal/Meat or Meat Alternative and Vegetable/Fruit	Breakfast
11/20/19	Formula, Green Beans, Peaches	Infant Cereal	Lunch
11/20/19	Formula	Bread/Cereal and Vegetable/Fruit	Supplement
11/21/19	Formula	Infant Cereal/Meat or Meat Alternative and Vegetable/Fruit	Breakfast
11/21/19	Formula	Bread/Cereal and Vegetable/Fruit	Supplement
11/22/19	Formula	Infant Cereal/Meat or Meat Alternative and Vegetable/Fruit	Lunch
11/22/19	Formula	Bread/Cereal and Vegetable/Fruit	Supplement

As a result, 11 breakfasts, 12 lunches, and 24 supplements served to infants were disallowed. (See Exhibit)

Note: There was an infant menu provided for breakfast for an infant between the ages of 6 months and 11 months that listed formula and oatmeal. The USDA implemented updated meal patterns October 1, 2017 for infants that required a fruit or vegetable component be served for breakfast. The Sponsor was monitored for the review month of September 2017. The Sponsor had not been monitored since the meal patterns were updated and given the opportunity to receive technical assistance regarding this updated requirement. Infant meals were not disallowed for errors identified for non-compliance to the updated meal patterns.

4. The Sponsor did not serve a whole grain-rich component once per day as required

Condition

Based on our review of the menus provided, the Sponsor did not document a whole grain-rich component was served once per day as required on November 1st and 15th, 2019.

The Sponsor was monitored for the review month of September 2017. The USDA implemented updated meal patterns October 1, 2017 regarding whole grain-rich components. The Sponsor had not been monitored since the meal patterns were updated and give the opportunity receive technical assistance regarding this update. disallowance.

As a result, meals were not disallowed, and technical assistance was provided during the Sponsor review.

Criteria

Title 7 of the Code of Federal Regulations, Section 226.20(a)(4)(a)(b) states "At least one serving per day, across all eating occasions of bread, cereals, and grains, must be whole grain-rich. Whole grain-rich foods contain at least 50 percent whole grains and the remaining grains in the food are enriched and must meet the whole grain-rich criteria specified in FNS guidance."

Recommendation

The Sponsor should ensure menus meet the meal patterns established by the USDA.

Note: Our observation of the breakfast meal service on November 19, 2019 revealed no significant deficiencies.

Technical Assistance Provided

During our monitoring visit on December 16, 2019, the Sponsor requested technical assistance regarding the updated USDA meal pattern requirements effective October 1, 2017 for infant menus. We provided copies of the updated infant menus to the Sponsor.

Disallowed Meals Cost

Based on the review, we determined that the Sponsor's noncompliance with the applicable Federal and State regulations that govern the CACFP resulted in a total disallowed cost of \$122.58.

Corrective Action

The Sponsor must complete the following actions within 30 days from the date of this report:

- Log into the Tennessee Information Payment System (TIPS) and revise the claim submitted for November 2019 which contains the verified claim data from the enclosed exhibits. ***Please note that, if the claim is revised,*** TIPS will automatically deduct the overpayment from your next CACFP claim for reimbursement. **OR**
- If you are no longer participating in the CACFP program, remit a check payable to the ***Tennessee Department of Human Services*** in the amount noted in the report for recovery of the amounts disallowed in this report. ***Please return the attached billing notice with your check;*** and
- Prepare and submit a corrective action plan to address the deficiencies identified in this report. The corrective action plan template is attached. Please return the corrective action plan to:

AuditServices.CAPS.DHS@tn.gov

If you have questions relative to the corrective action plan please contact:

Allette Vayda, Director of Operations
Child and Adult Care Food Program
James K. Polk Building, 15th Floor
505 Deaderick Street
Nashville, Tennessee 37243
Allette.Vayda@tn.gov
(615) 313-3769

Please note that the amount of disallowed cost is subject to an interest charge. The interest charge will be waived if your revised claim within 30 days from the date of this report. If the

revised claim is not completed by the 30-day deadline, an interest charge may be billed to your institution. Please mail your check and the billing notice to:

Child and Adult Care Food Program
Fiscal Services
James K. Polk Building, 16th Floor
505 Deaderick Street
Nashville, Tennessee 37243

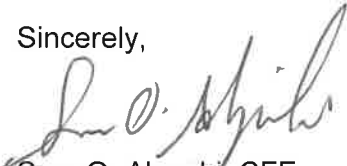
In accordance with the federal regulation found at *7 CFR Part 226.6 (k)*, your institution may appeal the amount of disallowed cost identified in this monitoring report. The procedures for submitting an appeal are enclosed. The appeal must be submitted to:

Tennessee Department of Human Services
Appeals and Hearings Division, Clerk's Office
P.O. Box 198996
Nashville, TN 37219

If the Institution decides to appeal the amount of disallowed administrative and meals cost, all appeal procedures must be followed as failure to do so may result in the denial of your request for an appeal.

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: Vicki Headrick, Director, Chattanooga State Child Development Center
Allette Vayda, Director of Operations, Child and Adult Care Food Programs
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

CACFP Independent Center Claim Data

Name of Agency: Chattanooga State Technical Community College CDC

Review Month/Year: November 2019

Total Meal Reimbursement Received: \$824.72

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	19	19
Total Attendance	619	619
Number of Breakfasts Served	470	451
Number of Lunches Served	606	575
Number of Supplements Served	533	495
Number of Participants in Free Category	3	2
Number of Participants in Reduced-Price Category	1	1
Number of Participants in Paid Category	34	36
Total Number of Participants	38	39



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February 4, 2020

Tammy Swenson, Vice President of Business & Finance
Chattanooga State Technical Community College
Child Development Center
4501 Amnicola Highway
Chattanooga, Tennessee 37406-1097

Note: If you are no longer participating in the CACFP, remit a check payable to the Tennessee Department of Human Services in the amounts disallowed in this report to the address below. Please return the attached billing notice with your check.

If you plan to continue participating in the CACFP, log into the Tennessee Information Payment System (TIPS) and revise the claim submitted for November 2019, which contains the verified claim data from the enclosed exhibits.

Institution Name:	Chattanooga State Technical Community College
Institution Address:	4501 Amnicola Highway, Chattanooga, Tennessee 37406-1097
Agreement Numbers:	00-198
Amount Due:	\$122.58
Due Date:	March 4, 2020

Please remit a check or money order payable to the **Tennessee Department of Human Services** in the amount noted above by the due date to:

**Fiscal Services 16th Floor
James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243
Tennessee Department of Human Services**

Please note that the disallowed meals cost / overpayment of the CACFP is subject to an interest charge. The interest charge will be waived if the payment is received by the due date. If payment is not received by the end of 5th day of the due date, an interest charge may be added to the original amount due and will be billed to your entity.

If you have any questions regarding this notice, please feel free to contact Allette Vayda, Director of Operations at (615) 313-3769 or Allette.Vayda@tn.gov.

Thank you for your attention

APPEAL PROCEDURES FOR CHILD AND ADULT CARE INSTITUTIONS AND SPONSORING AGENCIES

Appeal Procedures

1. Pursuant to 7 CFR §226.6(k)(4), the TN Department of Human Services (TDHS) must provide administrative review procedures to institutions and responsible principals and responsible individuals as follows:

- (a) Annually to all institutions;
- (b) To an institution and to each responsible principal and responsible individual when the State agency takes any action subject to an administrative review as described in 7 CFR §226.6(k)(2); and
- (c) Any other time upon request.

2. Pursuant to 7 CFR 226.6(k)(3) and (k)(9), some administrative actions are not subject to administrative review. Those actions are listed in paragraph 2.(a). Other administrative actions may be administratively appealed. Those actions are listed in paragraph 2.(b) and (c). All institutions and sponsoring agencies may appeal any adverse administrative action listed in paragraph 2.(b) which are taken by the TDHS by requesting a fair hearing to appear in person to refute the action, or by requesting a review of written information in lieu of a fair hearing.

(a) Pursuant to 7 CFR Part 226.6 (k)(3) TDHS is prohibited from offering administrative reviews of the following actions:

- (i) FNS decisions on claim deadline exceptions and requests for upward adjustments to a claim.
- (ii) Determination of serious deficiency.
- (iii) State agency determination that corrective action is inadequate.
- (iv) Disqualification and placement on State agency list and National disqualified list.
- (v) Termination.
- (vi) State agency or FNS decision regarding removal from the National disqualified list.
- (vii) State agency's refusal to consider an application submitted by an institution or facility on the National disqualified list.

(b) Pursuant to 7 CFR Part 226.6(k)(9), an abbreviated appeal process is available for the following actions. TDHS must limit the administrative review to a review of written submissions by the TDHS and institutions or sponsoring agencies concerning the accuracy of the State agency's determination if the application was denied, or the State agency proposes to terminate the institution's agreement because:

- (viii) The information submitted on the application was false;
- (ix) The institution, one of its sponsored facilities, or one of the principals of the institution or its facilities is on the national disqualified list;
- (x) The institution, one of its sponsored facilities, or one of the principals of the institution or its facilities is ineligible to participate in any other publicly funded program by reason of violation of the requirements of the program;

- (xi) The institution, one of its sponsored facilities, or one of the principals of the institution or its facilities has been convicted for any activity that indicates a lack of business integrity;

(c) Administrative review is also available if the State agency notifies the institution and responsible principal or responsible individual of the following actions: proposed disqualification of a responsible principal or responsible individual, denial of a budget, denial of a line item within a budget, downward adjustment of the amount approved in a budget, suspension of an institution's participation, denial of start-up or expansion funds, denial of a request for advanced payment, recovery of an advance in excess of a claim, denial of a claim for reimbursement (except for late submission), decision not to forward an exception request for payment of a late claim, overpayment demand, denial of a new or renewing institution's application for participation, denial of sponsored facility application, notice of proposed termination, claim denial, claim deadline exceptions and requests for upward adjustments to a claim, or any other action affecting an institutions participation or claim for payment.

3. All appeal requests must be presented in writing to the TDHS Division of Appeals and Hearings not later than 15 calendar days after the date the institution or sponsoring agency receives the notice of adverse administrative action.

4. The date of an institution's or sponsoring agency's receipt of a notice of suspension and/or proposed termination and disqualification will be governed by the federal regulation at 7 CFR Part 226.2. The notice must specify the action being proposed or taken and the basis for the action, and is considered to be received by the institution or day care home when it is delivered, sent by facsimile, or sent by email. If the notice is undeliverable, it is considered to be received by the institution, responsible principal or responsible individual, or day care home five days after being sent to the addressee's last known mailing address, facsimile number, or email address.

5. The TDHS Division of Appeals and Hearings will acknowledge the receipt of the appeal request within 10 calendar days of the receipt of the institution's or sponsoring agency's request for review. The written request for review should state if a fair hearing is requested or if a review of written information in lieu of a fair hearing is requested. If the appeal request from the institution or sponsoring agency does not specifically request a hearing, a review of written information in lieu of a hearing will occur. If a fair hearing is requested and the institution or sponsoring agency's representative fails to appear, the right to a personal appearance is waived.

6. If an institution or sponsoring agency does not request a fair hearing or a review of written information in lieu of the hearing within 15 calendar days from the date the institution or sponsoring agency receives a Notice of Proposed Termination, the TDHS will issue a letter advising the institution or sponsoring agency that it is terminated from the CACFP effective on the 16th calendar day following the institution's or sponsoring agency's receipt of the notice, and that the responsible principals and individuals of the institution or sponsoring agency are disqualified from participation.

7. To be considered for a fair hearing or for a review of written information in lieu of a fair

Appeal Procedures for Child and Adult Care Food Program-Institutions
Revised March 2017

hearing, all written documents must be submitted to the TDHS Division of Appeals and Hearings not later than 30 days after receipt of the notice of adverse administrative action.

8. The action of the TDHS must remain in effect during the administrative review. The effect of this requirement on particular actions by TDHS is as follows:

(i) *Overpayment demand.* During the period of the administrative review, TDHS is prohibited from taking action to collect or offset the overpayment. However TDHS must assess interest beginning with the initial demand for remittance of the overpayment and continuing through the period of administrative review unless the administrative review official overturns the TDHS's action.

(ii) *Recovery of advances.* During the administrative review, TDHS must continue its efforts to recover advances in excess of the claim for reimbursement for the applicable period. The recovery may be through a demand for full repayment or an adjustment of subsequent payments.

(iii) *Program payments.* The availability of Program payments during an administrative review of the denial of a new institution's application, denial of a renewing institution's application, proposed termination of a participating institution's agreement, and suspension of an institution are addressed in paragraphs (c)(1)(iii)(D), (c)(2)(iii)(D), (c)(3)(iii)(D), (c)(5)(i)(D), and (c)(5)(ii)(E), respectively, of 7 CFR §226.6.

9. The institution or sponsoring agency must refute the charges contained in the notice during the fair hearing or in the written information that is provided in lieu of the hearing.

10. The institution and the responsible principals and responsible individuals may retain legal counsel, or may be represented by another person.

11. If a fair hearing is requested, the institution or sponsoring agency will be notified in writing of the time, date and place of the fair hearing at least 10 calendar days in advance.

12. Any information which supports an adverse administrative action taken by the TDHS shall be available to the institution or sponsoring agency for inspection from the date of the receipt of the request for a fair hearing or a review of written information in lieu of the hearing.

13. In accordance with 7 CFR Part 226.6 (k)(8), the TDHS Division of Appeals and Hearings must conduct the administrative review of the proposed disqualification of the responsible principals and responsible individuals as part of the administrative review of the application denial, proposed termination, and/or proposed disqualification of the institution with which the responsible principals or responsible individuals are associated. However, at the administrative review official's discretion, separate administrative reviews may be held if the institution does not request an administrative review or if either the institution or the responsible principal or responsible individual demonstrates that their interests conflict.

14. The procedures contained in the Uniform Administrative Procedures Act found at TCA 4-5-301 et seq. shall be followed in rendering a decision on all appeals. The decision of the hearing officer is the final administrative determination to be afforded to the institution or sponsoring agency, and shall be rendered in a timely manner not to exceed 60 calendar days from the date of the receipt of the request for a fair hearing.

15. The processing limits for administrative appeals MUST be met. In the event a continuance is requested by a party, one continuance may be granted at the Hearing Official's discretion. This

Appeal Procedures for Child and Adult Care Food Program-Institutions
Revised March 2017

continuance shall not be for a period longer than ten (10) calendar days unless there are exceptional circumstances. Exceptional circumstances must be detailed in the order of continuance and the order must contain a date certain for the hearing, to be set as soon as possible. A report of pending CACFP desk review and fair hearing requests will be generated and reviewed daily by the Clerk's Office and the Legal Director for Appeals and Hearings who will monitor the dates for timeliness. In the event a decision has not been rendered within forty-five (45) calendar days of the date of receipt of the request for fair hearing or desk review, the Legal Director for Appeals and Hearings or their back-up shall notify the hearing official to take appropriate action.

16. All requests for a fair hearing or for a review of written information in lieu of a hearing must be submitted to:

Tennessee Department of Human Services
Division of Appeals and Hearings
PO Box 198996, Clerk's Office
Nashville, TN 37219-8996
Fax: (615) 248-7013 or (866) 355-6136
E-mail: AppealsClerksOffice.DHS@tn.gov

17. If a termination action is upheld by the hearing officer, the TDHS will issue a letter to the institution or sponsoring agency and its responsible principals and individuals advising that the termination and disqualification are effective on the date of the ruling issued by the hearing officer. The agency maintains searchable records of all administrative reviews and their dispositions for a period of five (5) years.

18. As required by 7 CFR Part 226.6 (c)(7), each disqualified institution, sponsoring agency, principal and individual will be placed on the National Disqualified List maintained by the U.S. Department of Agriculture (USDA). Once included on the National Disqualified List, an institution, sponsoring agency, principal and individual shall remain on the list until such time as the USDA, in consultation with the TDHS, determines that the serious deficiencies that led to their placement on the list have been corrected, or until seven years have elapsed since they were disqualified from participation. However, if the institution, sponsoring agency, principal or individual has failed to repay debts owed under the program, they will remain on the list until the debt has been paid.



Corrective Action Plan for Monitoring Findings

Instructions: Please print in ink or type the information to complete this document. Enter the date of birth for each Responsible Principal and/or Individual in Section B. Attach the additional documentation requested. Enter your name, title and date of signature on the last page. Please sign your name in ink. **Please return ALL pages of the completed Corrective Action Plan form.**

Section A. Institution Information

Name of Sponsor/Agency/Site: Chattanooga State Technical Community College DBA: Chattanooga State Child Development Center	Agreement No. 00-198	<input type="checkbox"/> SFSP <input checked="" type="checkbox"/> CACFP
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Mailing Address:

4501 Amnicola Highway, Chattanooga, Tennessee 37406

Section B. Responsible Principal(s) and/or Individual(s)

Name and Title: Tammy Swenson, Vice President of Business & Finance	Date of Birth: / /
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Section C. Dates of Issuance of Monitoring Report/Corrective Action Plan

Monitoring Report: 02/04/2020	Corrective Action Plan: 03/04/2020
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Section D. Findings

1. The Sponsor reported the number of participants in the free, reduced-price, and paid categories incorrectly
2. The Sponsor reported meal counts incorrectly
3. The Sponsor provided infant menus that did not meet USDA meal pattern requirements
4. The Sponsor did not serve a whole grain-rich component once per day as required

The following measures will be completed within **30 calendar days** of my institution's receipt of this corrective action plan:

Measure No. 1: The Sponsor reported the number of participants in the free, reduced-price, and paid categories incorrectly

The finding will be fully and permanently corrected.

Identify the name(s) and position title(s) of the employee(s) who will be responsible for ensuring that the finding is fully and permanently corrected:

Name:

Position Title:

Name:

Position Title:

Describe below the **step-by-step** procedures that will be implemented to correct the finding:

When will the procedures for addressing the finding be implemented? Provide a timeline below for implementing the procedures (i.e., will the procedures be done daily, weekly, monthly, or annually, and when will they begin?):

Where will the Corrective Action Plan documentation be retained? Please identify below:

How will new and current staff be informed of the new policies and procedures to address the finding (e.g., Handbook, training, etc.)? Please describe below:

Measure No.2: The Sponsor reported meal counts incorrectly

The finding will be fully and permanently corrected.

Identify the name(s) and position title(s) of the employee(s) who will be responsible for ensuring that the finding is fully and permanently corrected:

Name:

Position Title:

Name:

Position Title:

Describe below the **step-by-step** procedures that will be implemented to correct the finding:

When will the procedures for addressing the finding be implemented? Provide a timeline below for implementing the procedures (i.e., will the procedures be done daily, weekly, monthly, or annually, and when will they begin?):

Where will the Corrective Action Plan documentation be retained? Please identify below:

How will new and current staff be informed of the new policies and procedures to address the finding (e.g., Handbook, training, etc.)? Please describe below:

Measure No. 3: The Sponsor provided infant menus that did not meet USDA meal pattern requirements

The finding will be fully and permanently corrected.

Identify the name(s) and position title(s) of the employee(s) who will be responsible for ensuring that the finding is fully and permanently corrected:

Name: Position Title:

Name: Position Title:

Describe below the **step-by-step** procedures that will be implemented to correct the finding:

When will the procedures for addressing the finding be implemented? Provide a timeline below for implementing the procedures (i.e., will the procedures be done daily, weekly, monthly, or annually, and when will they begin?):

Where will the Corrective Action Plan documentation be retained? Please identify below:

How will new and current staff be informed of the new policies and procedures to address the finding (e.g., Handbook, training, etc.)? Please describe below:

Measure No. 4: The Sponsor did not serve a whole grain-rich component once per day as required

The finding will be fully and permanently corrected.

Identify the name(s) and position title(s) of the employee(s) who will be responsible for ensuring that the finding is fully and permanently corrected:

Name:

Position Title:

Name:

Position Title:

Describe below the step-by-step procedures that will be implemented to correct the finding:

When will the procedures for addressing the finding be implemented? Provide a timeline below for implementing the procedures (i.e., will the procedures be done daily, weekly, monthly, or annually, and when will they begin?):

Where will the Corrective Action Plan documentation be retained? Please identify below:

How will new and current staff be informed of the new policies and procedures to address the finding (e.g., Handbook, training, etc.)? Please describe below:

I certify by my signature below that I am authorized by the institution to sign this document. As an authorized representative of the institution, I fully understand the corrective measures identified above and agree to fully implement these measures within the required time frame. I also understand that failure to fully and permanently correct the findings in my institution's CACFP or SFSP will result in its termination from the program, and the placement of the institution and its responsible principals on the National Disqualified List maintained by the U.S. Department of Agriculture.

Printed Name of Authorized Institution Official:

Position:

Signature of Authorized Institution Official:

Date: / /

Signature of Authorized TDHS
Official: _____

Date: / /