



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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

TELEPHONE: 615-313-4700 FAX: 615-741-4165
TTY: 1-800-270-1349
www.tn.gov/humanservices

BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

July 21, 2020

April Clevenger, Executive Director
Jolly Tots DBA: MAMAW's House
471 West Broadway
Newport, Tennessee 37821

Dear Ms. Clevenger,

The Department of Human Services (DHS) - Division of Audit Services staff conducted a limited desk review of the Child and Adult Care Food Program (CACFP) at Jolly Tots DBA: MAMAW's House (Sponsor), Application Agreement number 00-750, during the period of April 9, 2020 through June 17, 2020. Our scope of the review was for reimbursement made to the Sponsor for March 2020.

Due to the outbreak and the risk that COVID19 poses to the Sponsor and our staff, the review was limited to verification, based on review of the documents obtained from Sponsor, via e-mail, mail, or other electronic transmission of documents. We also obtained confirmation from the feeding sites and Sponsor staff via telephone or e-mail relative to the operation and administration of the CACFP.

The purpose of this review was to determine if the Sponsor complied with USDA regulations set through the COVID-19 period, taking into consideration the waivers granted to the Sponsor's operation. Also, to determine if the Sponsor complied with the applicable *Title 7 of the Code of Federal Regulations* (CFR) applicable parts, provider agreements, 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 attendance records, menus and meal count 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.

Additional documents that were needed for the review include, but are not limited to, such items as receipts to verify purchases of food and non-food items, financial management documents and verification of CACFP staff training.

The Sponsor was initially contacted via telephone on April 9, 2020 concerning the desk review to which she stated this was not a good time for her to provide the requested documentation due to COVID-19 and she was the only person working in the center. A follow up email was sent to the Sponsor on April 14, 2020 requesting that the documentation be provided by April 28, 2020. After no documentation was received, the Sponsor was again contacted by phone on May 22, 2020 and documentation requested. A third phone call was made to the Sponsor on June 8, 2020 as no documentation had been received. The Sponsor stated that she did not receive the email request because she had changed her email address. A request for documentation was sent to the new email address requesting documentation be provided by June 12, 2020. The Sponsor provided the requested documentation on June 12, 2020.

Important COVID-19 note: Due to the current outbreak and the risk that COVID-19 poses to your organization personnel and our staff, all our staff are working from home with no or very limited access to the office. Therefore, we will not send a copy of this report via regular mail until further notice. Please confirm the receipt of this email as it is currently the option to communicate to you. If you need any assistance or have any questions, please do not hesitate to contact us via email.

Our review of the Sponsor's records for March 2020 revealed no significant deficiencies.

Observation:

Not all receipts and menus that were provided by the Sponsor for March 2020 were legible. However, the menus that were legible met the USDA meal pattern requirements therefore, there were no meals disallowed.

Technical Assistance Provided

Technical assistance was provided regarding the required annual CACFP staff training. A sample training form was provided to the Sponsor along with contact information for any technical assistance, if needed.

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: 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

Verification of CACFP Independent Center Claim

Name of Agency: Jolly Tots DBA: MAMAW's House

Review Month/Year: March 2020

Total Meal Reimbursement Received: \$2,625.06

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	16	16
Total Attendance	434	434
Percentage of Participants in the Free or Reduced-price Category	100%	NA ¹
Number of Breakfasts Served	434	434
Number of Lunches Served	392	392
Number of Supplements Served	422	422
Number of Participants in Free Category	51	NA ¹
Total Number of Participants	51	NA ¹

¹The number of participants and their classifications could not be verified due to travel restriction and the risk of COVID-19 to staff

Note: Other than the receipts for milk purchases, the receipts were not legible and the remaining food and non-food costs could not be determined