



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING
400 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1403

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

BILL HASLAM
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

August 24, 2017

Jeanne Stokes, Superintendent
Tusculum College
P.O. Box 5053
Greeneville, Tennessee 37743

Dear Ms. Stokes:

The Department of Human Services (DHS) Audit Services staff conducted an on-site unannounced review of the Summer Food Service Program (SFSP) at Tusculum College, Application Agreement number 00-077, on August 1, 2017. Additional information was requested and received on August 4, 2017 to complete the review. We reviewed the Sponsor's records of reimbursements and expenditures for June 2017. The Sponsor had one feeding site in operation during and we conducted an unannounced visit to that site on June 14, 2017. 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

SFSP sponsors utilize meal count sheets to record the number of meals served at feeding sites for breakfast, lunch, supper and supplements (snacks). The SFSP sponsor will report 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 meal service during our site visit on June 14, 2017.

Our review of the Sponsor's records for the test month of June 2017 disclosed no material deficiencies.

We appreciate the assistance provided during this review. If you have any questions regarding this report, please contact Jackie Yokley, Audit Director 2, at 615-837-5035 or Jackie.D.Yokley@tn.gov.

Sincerely,



Sam O. Alzoubi, CFE
Director of Audit Services

Exhibits

- cc: Stacey McGill, Math/Science Specialist, Tusculum College
Allette Vayda, Director, Child and Adult Care Food Programs
Constance Moore, Program Specialist, Child and Adult Care Food Program
Marty Widner, Program Specialist, Child and Adult Care Food Program
Elke Moore, Admin Services Assistant 3, Child and Adult Care Food Program
Terona Cummins, Accounting Technician II, Fiscal Services
Comptroller of the Treasury, State of Tennessee

Exhibit A:

Summary of Total of Claimed and Reconciled Meals

Sponsor: Tusculum College

Review Month/Year: June 2017

Claim Reimbursement Total: \$13,263.55

| Meal Type Service | Reported on Claim | Reconciled Meals to Meal Counts Sheets¹ |
|---|--------------------------|---|
| Number of Participating Sites for Breakfast | 1 | 1 |
| Number of Participating Sites for Lunch | 1 | 1 |
| Number of Participating Sites for Supper | 1 | 1 |
| Number of Breakfasts Served | 1,608 | 1,608 |
| Number of Lunches Served | 1,516 | 1,516 |
| Number of Suppers Served | 1,027 | 1,027 |

Exhibit B:

Sponsor: Tusculum College

Site: Sodexo Campus Services

Review Month/Year: June 2017

| Site Meal Service Activity and Monitor Reconciliation | Reported on Claim | Reconciled Meals to Meal Counts Sheets |
|--|--------------------------|---|
| Total Number of Days Food Served | 21 | 21 |
| Number of 1st Breakfasts Served | 1,608 | 1,608 |
| Number of 1st Lunches Served | 1,516 | 1,516 |
| Number of 1st Suppers Served | 1,027 | 1,027 |