



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

August 26, 2019

Mr. Rosman Randle, Executive Director
Giving Youth A Chance
476 Lipford Street
Memphis, Tennessee 38112-2992

Dear Mr. Randle:

The Department of Human Services (DHS) - Division of Audit Services staff conducted an unannounced on-site monitoring review of the Summer Food Service Program (SFSP) at **Giving Youth a Chance** (Sponsor), Application Agreement number 00033, on July 16, 2019. Additional information was requested and received on August 2, 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, applicable agreement, and applicable Federal and State Regulations.

Based on our review of the Sponsor's records and information provided, the Sponsor was approved for 45 feeding sites of which 42 feeding sites were listed as operating during the review period. Eight feeding sites were selected as the samples. In addition, we reviewed all meal counts for all sites operating during the period.

Background

SFSP Sponsors utilize meal count sheets to record the number of breakfast, lunch, supper, and supplement (snack) 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 SFSP 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, meals service was observed at **Site 0002 Apple Tree Apartments, Site 0151 Boys and Girls Club Juice Plus Technical Training Center, Site 0148 Craigmont Boys and Girls Club, Site 0011 Ira Samelson, Jr. Boys & Girls Club, Site 0023 Porter-**

Goodwill Boys Girls Club, Site 0025 Rolling Hills Apartment Complex, Site 0032 Sycamore View Boys Girls Club, and Site 0033 Tigerland Academy Summer Camp.

During June 2019, we attempt to observe meal service at the following feeding sites, however, no meal service was observed due the feeding sites were not operating during that time of the visit: **Site 0017 Miracle of Redemption, Site 0030 Street Ministries--Graham, and Site 00124 Cowborettes Majorette Dance Team.**

An attempted follow up visit was conducted at **Site 0002 Apple Tree Apartments**, on June 11, 2019; however, the breakfast service was discontinued as of June 10, 2019. A follow up meal observation visit was conducted at **Apple Tree Apartments** on June 25, 2019.

Our review of the sponsor's records for June 2019 disclosed the following:

1. The Sponsor reported the number of meals claimed for reimbursement incorrectly

Condition

The Sponsor report incorrect meal count for June 2019 claim for reimbursement. The claim for reimbursement summary for June 2019 reported 7,049 breakfast meals, 835 AM supplements, 35,396 lunch meals, 28,372 PM supplements, and 1,695 supper meals. However, our review of the available records reconciled 7,099 breakfast meals, 835 AM Supplements, 35,439 lunch meals, 28,500 PM supplements and 1,690 supper meals prior to any meal disallowances. The differences were based on the following.

Breakfast Meals

Site	Reported	Verified	Difference	Exhibit
Ira Samelson, Jr. Boys & Girls Club	1,353 Breakfast meals	1,349 Breakfast meals	-4 Breakfast meals	E
Whitehaven High School	563 Breakfast meals	617 Breakfast meals	+54 Breakfast meals	PP

As a result, 50 breakfast meals were under claimed.

Lunch Meals

Site	Reported	Verified	Difference	Exhibit
Barron Court Apartments	802 Lunch meals	810 Lunch meals	+8 Lunch meals	L
Boys and Girls Club Juice Plus Technical Training Center	353 Lunch meals	374 Lunch meals	+21 Lunch meals	C
Memphis All Stars	348 Lunch meals	368 Lunch meals	+20 Lunch meals	Z
Miracle of Redemption	423 Lunch meals	424 Lunch meals	+1 Lunch meals	BB
New Hope Ministry	377 Lunch meals	372 Lunch meals	-5 Lunch meals	CC
Summit Park	1,862 Lunch	1,860 Lunch	-2 Lunch	NN

Apartments	meals	meals	meals	
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As a result, 43 lunch meals were under claimed.

PM Supplements

Site	Reported	Verified	Difference	Exhibit
Hillview Village Apartments	1,945 PM Supplements	1,942 PM Supplements	-3 PM Supplements	S
Longview Heights Apartments	848 PM Supplements	837 PM Supplements	-11PM Supplements	X
Memphis All Stars	357 PM Supplements	388 PM Supplements	+31 PM Supplements	Z
Memphis Dangerous Pantherettes	1,484 PM Supplements	1,487 PM Supplements	+3 PM Supplements	AA
Summit Park Apartments	1,866 PM Supplements	1,860 PM Supplements	-6 PM Supplements	NN
Sycamore View Boys Girls Club	2,438 PM Supplements	2,552 PM Supplements	+114 PM Supplements	H

As a result, 128 PM supplements were under claimed.

Supper Meals

Site	Reported	Verified	Difference	Exhibit
Lakeview Counnity COGIC	71 Supper meals	66 Supper meals	-5 Supper meals	W

As a result, 5 supper meals were over claimed.

Criteria

The *United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) Code of Federal Regulations 7 CFR Section 225.9 (d) (5)* states “Claims for reimbursement shall report information in accordance with the financial management system established by the State agency, and in sufficient detail to justify the reimbursement claimed and to enable the State agency to provide the Reports of Summer Food Service Program Operations required under §225.8(b). In submitting a claim for reimbursement, each sponsor shall certify that the claim is correct and that records are available to support this claim.”

Recommendation

The sponsor should ensure the meal counts are accurately reported and documentation is maintained to support the claim.

This is a repeat finding from monitoring report dated September 20, 2018.

2. The Sponsor provided point of service meal counts that were not taken correctly

Condition

The Sponsor did not correctly complete the daily point of service meals count sheets. Some of the numbers reported did not match what was noted on the forms. Meals that were not marked at actual point of service were disallowed. Meals that were marked on the point of service meals count sheets, but not included in the count of meals served have been added in the chart below. The meal counts reconciled have been added in the chart below.

Name of Site	Number of first meals allowed/disallowed	Dates Allowed/Disallowed	Exhibit
Carriage House Apartments	-1 PM Supplement	6/13/19	O
Cowborettes Majorette Dance Team	-1 PM Supplement	6/20/19	P
Hillview Village Apartments	-3 Lunch meals	6/11/19	S
Hillview Village Apartments	+2 PM Supplements	6/13/19,6/18/19, 6/19/19	S
Ira Samelson, Jr. Boys & Girls Club	-1 Breakfast meals	6/6/19	E
John D. Buckman-Boys & Girls Club	-2 PM Supplements	6/10/19,6/20/19	U
Memphis Dangerous Pantherettes	-1 PM Supplement	6/20/19	AA
New Hope Ministry	+3 Lunch meals	6/17/19	CC
Oakhaven Boys & Girls Club	-2 PM Supplement	6/5/19	FF
Porter-Goodwill Boys Girls Club	-2 Lunch meals	6/12/19	F
Wildcat's Summer Camp	-2 Lunch meals	6/12/19,6/17/19	QQ

As a result of the review, we noted that one breakfast meal, four lunch meals, and five PM supplements were disallowed.

Criteria

According to the USDA FNS Summer Food Service Program 2016 Administration Guidance for Sponsors, pages 139 and 184, "The site personnel must complete the records based on actual counts taken at each site for each meal service on each day of operation. Site personnel must be sure that they record all required counts. Each site must take a point-of-service meal count every day."

Recommendation

The Sponsor should ensure site personnel are accurately completing daily meal count sheets to support the claim for reimbursement prior to submission.

This is a repeat finding from monitoring report dated September 20, 2018.

3. The Sponsor served meals outside the approved meal service time

Condition

Site 0017 Miracle of Redemption

According to the Sponsor's application for feeding site 0017 Miracle of Redemption, breakfast meals and lunch meals were approved to be served from June 4, 2019-August 2, 2019 Monday-Friday. According the meal count sheets, 32 breakfast meals and 34 lunch meals were served June 3, 2019. Meals were not approved to be served on June 3, 2019.

As a result, 32 breakfast meals and 34 lunch meals were disallowed. (*See Exhibit BB*)

Site 0049 Whitehaven High School

According to the Sponsor's application for feeding site 0049 Whitehaven High School, breakfast meals and lunch meals were approved to be served from June 3, 2019-June 14, 2019 Monday-Friday. According the meal count sheets, 42 breakfast meals and 43 lunch meals were served June 17, 2019. Meals were not approved to be served on June 17, 2019.

As a result, 42 breakfast meals and 43 lunch meals were disallowed. (*See Exhibit PP*)

Criteria

The USDA FNS Code of Federal Regulations 7 CFR Section 225.16 (c) (3) and (4) states, "Meals served outside of the period of approved meal service shall not be eligible for Program payments. Any permanent or planned changes in meal service periods must be approved by the State agency.

According to the USDA FNS Summer Food Service Program 2016 Administrative Guidance for Sponsors, page 133, "Sponsors may claim reimbursement only for those meals that meet SFSP requirement. Reimbursement may not be claimed for... meals served outside of approved timeframes or approved dates of operation."

Recommendation

The Sponsor should ensure that site personnel serve meals during the approved meal service time and if changes are required the information should be updated through DHS Tennessee Information Payment System (TIPS).

This is a repeat finding from monitoring report dated September 20, 2018.

4. The Sponsor's site supervisor did not take point of service meal counts during a breakfast meal observation

Condition

During our meal service observation on June 7, 2019, we noted that at feeding site 0022 Apple Tree Apartments on June 7, 2019 feeding site personnel were not taking point of service meal counts for the breakfast meals observed.

No meals were disallowed because the Sponsor did not claim breakfast meals for this site.

Criteria

According to the USDA FNS Summer Food Service Program 2016 Administration Guidance for Sponsors, pages 139 and 184, "The site personnel must complete the records based on actual counts taken at each site for each meal service on each day of operation. Site personnel must be sure that they record all required counts. Each site must take a point-of-service meal count every day."

Recommendation

The Sponsor should ensure site supervisors are taking point of service as meals are being served to participants.

5. The Sponsor allowed meals to be consumed off-site

Condition

During our observation of a breakfast meal service at feeding site 0002 Apple Tree Apartments on June 7, 2019, we observed two breakfast meals were taken off site.

No meals were disallowed because the Sponsor did not claim breakfast meals for this feeding site.

Criteria

The *United States Department of Agriculture Food and Nutrition Service Code of Federal Regulations 7 CFR Section 225.6 (e)(15)* states the Sponsor shall "maintain children on site while meals are consumed;"

Recommendation

The Sponsor should ensure meals are consumed on site when required.

6. The Sponsor served second meals before all children had been served a first meal

Condition

During our observation of a lunch meal service at feeding site 0025 Rolling Hills Apartments on June 11, 2019; we observed two lunch meals served as seconds before all participants received a first meal.

Criteria

The *United States Department of Agriculture Food and Nutrition Service Code of Federal Regulations 7 CFR Section 225.15 (b) (4)* states, "...Second meals shall be served only after all participating children at the site's meal service have been served a meal."

Recommendation

The Sponsor should ensure site supervisors are serving all participants first prior to serving second meals.

7. The "And Justice for All" poster was not posted at a site

Condition

During our breakfast meal service observation on June 4, 2019 at Feeding Site 0023 Porter-Goodwill Boys Girls Club, we noted that the “And Justice for All” poster was not displayed.

Criteria

The USDA FNS Summer Food Service Program 2016 Administration Guidance for Sponsors, page 121, states “all sponsors and their sites are required to display in a prominent place at the site and in the sponsor’s office, the “And Justice for All” poster developed by USDA or approved by FNS.”

Recommendation

The Sponsor should ensure all sites have the “And Justice for All” poster displayed.

8. The Sponsor provided a meal that did not meet USDA meal pattern requirements during an observed meal

Condition

During the our lunch meal observation at feeding site 0151 Boys and Girls Club Juice Plus Technical Training Center on June 5, 2019, we noted that three lunch meals served were missing the vegetable component. The meal consisted of WG bun, shredded bbq chicken, applesauce and milk. We identified three lunch meals as ineligible for reimbursement.

No lunch meals were disallowed because the Sponsor did not claim those lunch meals on the day of meal observation.

Criteria

The *United States Department of Agriculture Food and Nutrition Service Code of Federal Regulations 7 CFR Section 225.16 (d)* states, “Sponsors shall ensure that meals served meet all of the (meal pattern) requirements.”

The USDA FNS Summer Food Service Program 2016 Administration Guidance for Sponsors, page 58, states “The meal patterns establish the minimum portions of the various food components that must be served to each child in order for the participating sponsor to receive reimbursement for each meal. ... For a lunch or supper to be a reimbursable meal, it must contain: • One serving of milk (whole, low-fat, or fat-free) • Two or more servings of vegetables, fruits, or full-strength juice • One serving of a grain; and • One serving of meat or meat alternate”

Recommendation

The Sponsor should ensure all meals served meet the USDA meal pattern requirements.

9. The Sponsor reported the number of operation days incorrectly for some feeding sites

Condition

The days of operation for multiple sites were incorrect. Our review of the records indicated the following:

Site Name	Operating Days reported in TIPS	Verified Days of Operation per Meal Count Sheets
0151 Boys and Girls Club Juice Plus Technical Training Center	19	20
0032 Sycamore View Boys and Girls Club	19	20
0051 Manassas High School	11	12
0017 Miracle of Redemption	11	12
0049 Whitehaven High School	9	10

Criteria

Title 7 of the Code of Federal Regulations, Section 225.9 (d)(5) In submitting a claim for reimbursement, each sponsor shall certify that the claim is correct and that records are available to support this claim.

Recommendation

The Sponsor should review meal count sheets to ensure that operating days are correct when submitting claim for reimbursement.

10. Meals were not counted by feeding site personnel to ensure meals delivered matched the delivery ticket

Condition

Based on delivery tickets and meal counts provided, the meals did not match what was received at the sites below:

Hillview Village Apartments lunch delivery tickets dated 6/5/19 and 6/10/19 stated 120 meals delivered but per meal count sheet 150 was received.

Ira Samelson, Jr. Boys & Girls Club lunch delivery ticket dated 6/4/19 stated 100 meals delivered, but per meal count sheet 75 was received. Delivery ticket dated 6/19/19 stated 64 lunch meals delivered, but per meal count sheet 100 was received.

Miracle of Redemption delivery tickets for the month of June 2019 stated 80 breakfast and lunch meals delivered, but per meal count 50 was received.

Criteria

The USDA FNS Summer Food Service Program 2016 Administration Guidance for Sponsors, page 139, states "A designated member of the site staff must verify the adequacy and number of meals delivered by checking the meals when they are delivered to the site."

Recommendation

Sponsor should ensure site personnel are counting the meals received and documenting the correct amount.

Technical Assistance

We provided technical assistance during the feeding sites visit regarding the correct manner to complete point of service meals count sheets, participants consuming meals on-site, serving meals as a complete unit, and serving all participants before serving any second meals.

Disallowed Meals Cost

Based on the review, we determined that the Sponsor's noncompliance with the applicable Federal and State regulations that govern the SFSP resulted in a total disallowed cost of \$113.68.

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 June 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 SFSP claim for reimbursement. **OR**
- If you are no longer participating in the SFSP 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
Summer Food Service Program
James K. Polk Building, 15th Floor
505 Deaderick Street
Nashville, Tennessee 37243
Allette.Vayda@tn.gov
(615) 313-3769

. Please mail your check and the billing notice to:

Summer Food Service 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 225.13, 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

Exhibits

cc: Allette Vayda, Director of Operations, Summer Food Service Program
Debra Pasta, Program Manager, Summer Food Service Program
Elke Moore, Administrative Services Assistant 3, Summer Food Service Program
Constance Moore, Program Specialist, Summer Food Service Program
Marty Widner, Program Specialist, Summer Food Service Program
Comptroller of the Treasury, State of Tennessee

Exhibit A
Summary of Total Claimed and Reconciled Meals
Sponsor: Giving Youth A Chance
Review Month/Year: June 2019
Claim Reimbursement Total: \$193,584.21

Site Meal Service Activity	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	20	20
Number of Participating Sites for Breakfast Meals	7	7
Number of Participating Sites for Am Supplement Meals	1	1
Number of Participating Sites for Lunch Meals	37	37
Number of Participating Sites for PM Supplement Meals	28	28
Number of Participating Sites for Supper Meals	3	3
Number of Breakfasts Meals Served	7,049	7,024
Number of AM Supplements Meals Served	835	835
Number of Lunches Meals Served	35,396	35,358
Number of PM Supplements Meals Served	28,372	28,495
Number of Suppers Meals Served	1,695	1,690

Exhibit B

Sponsor: Giving Youth A Chance
Site: Site 0002 Apple Tree Apartments (Sample)
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19	19
Number of Lunch Meals Served	438	438
Number of PM Supplements Served	218	218

Exhibit C

Sponsor: Giving Youth A Chance
Site: Site 0151 Boys and Girls Club Juice Plus Technical Training Center (Sample)
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19	20
Number of Lunch Meals Served	353	374

Exhibit D

Sponsor: Giving Youth A Chance
Site: Site 0148 Craigmont Boys and Girls Club (Sample)
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	18	18
Number of Lunch Meals Served	1,227	1,227
Number of PM Supplement Meals Served	1,281	1,281

Exhibit E

Sponsor: Giving Youth A Chance

Site: Site 0011 Ira Samelson, Jr. Boys & Girls Club (Sample)

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	20	20
Number of Breakfast Meals Served	1,353	1,348
Number of Lunch Meals Served	1,734	1,734

Exhibit F

Sponsor: Giving Youth A Chance

Site: Site 0023 Porter-Goodwill Boys Girls Club (Sample)

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19	19
Number of Breakfast Meals Served	1,763	1,763
Number of Lunch Meals Served	1,784	1,782

Exhibit G

Sponsor: Giving Youth A Chance

Site: Site 0025 Rolling Hills Apartment Complex (Sample)

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals Observed
Total Number of Days Food Served	19	19
Number of Lunch Meals Served	581	581

Number of PM Supplements Served	632	632
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Exhibit H

Sponsor: Giving Youth A Chance

Site: Site 0032 Sycamore View Boys Girls Club (Sample)

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19	20
Number of Lunch Meals Served	2,533	2,533
Number of PM Supplement Served	2,438	2,552

Exhibit I

Sponsor: Giving Youth A Chance

Site: 0033 Tigerland Academy Summer Camp (Sample)

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	14	14
Number of Lunch Meals Served	465	465
Number of PM Supplement Served	466	466

Exhibit J

Sponsor: Giving Youth A Chance

Site: 0106 Abington Apartments

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	12	12
Number of Lunch Meals Served	342	342

Exhibit K

**Sponsor: Giving Youth A Chance
Site: 0064 Ashton Hills Apartments
Review Month/Year: June 2019**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19	19
Number of Lunch Meals Served	885	885

Exhibit L

**Sponsor: Giving Youth A Chance
Site: 0147 Barron Court Apartments
Review Month/Year: June 2019**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19	19
Number of Lunch Meals Served	802	810
Number of PM Supplements Served	873	873

Exhibit M

**Sponsor: Giving Youth A Chance
Site: 0050 Bent Tree Apartments
Review Month/Year: June 2019**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19	19
Number of Breakfast Meals Served	1,354	1,354
Number of Lunch Meals Served	1,358	1,358

Exhibit N

Sponsor: Giving Youth A Chance
Site: 0003 Bernal E. Smith Boys & Girls Club
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	20	20
Number of Lunch Meals Served	2,223	2,223
Number of PM Supplements Served	2,240	2,2240

Exhibit O

Sponsor: Giving Youth A Chance
Site: 0006 Carriage House Apartments
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	15	15
Number of Lunch Meals Served	740	740
Number of PM Supplements Served	741	740

Exhibit P

Sponsor: Giving Youth A Chance
Site: 0124 Cowborettes Majorette Dance Team
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	13	13
Number of Lunch Meals Served	529	529

Number of PM Supplements Served	529	528
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Exhibit Q

Sponsor: Giving Youth A Chance

Site: 0042 Family Denistry

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals Observed
Total Number of Days Food Served	9	9
Number of Lunch Meals Served	258	258
Number of PM Supplements Served	270	270

Exhibit R

Sponsor: Giving Youth A Chance

Site: 0010 Fountain of Living Praise

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	8	8
Number of PM Supplements Served	167	167

Exhibit S

Sponsor: Giving Youth A Chance

Site: 0045 Hillview Village Apartments

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19	19
Number of Lunch Meals Served	1,752	1,749
Number of PM Supplements Served	1,945	1,944

Exhibit T

Sponsor: Giving Youth A Chance
Site: 0153 I Dance Studio Memphis
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	15	15
Number of Lunch Meals Served	1,283	1,283
Number of Pm Supplements Served	1,307	1,307

Exhibit U

Sponsor: Giving Youth A Chance
Site: 0012 John D. Buckman- Boys & Girls Club
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	20	20
Number of PM Supplements Served	3000	2,998

Exhibit V

Sponsor: Giving Youth A Chance
Site: 0139 Johnson Circle Apartments
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	16	16
Number of PM Supplements Served	151	151
Number of Supper Meals Served	137	137

Exhibit W

Sponsor: Giving Youth A Chance
Site: 0014 Lakeview Community COGIC
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	5	5
Number of Supper Meals Served	71	66

Exhibit X

Sponsor: Giving Youth A Chance
Site: 0156 Longview Heights Apartments
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	15	15
Number of Lunch Meals Served	792	792
Number of PM Supplements Served	848	837

Exhibit Y

Sponsor: Giving Youth A Chance
Site: 0051 Manassas High School
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	11	12
Number of AM Supplements Served	835	835
Number of Lunch Meals Served	935	935

Exhibit Z

Sponsor: Giving Youth A Chance

Site: 0016 Memphis All Stars

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	15	15
Number of Lunch Meals Served	348	368
Number of PM Supplements Served	357	388

Exhibit AA

Sponsor: Giving Youth A Chance

Site: 0127 Memphis Dangerous Pantherettes

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	15	15
Number of PM Supplements Served	1,484	1,486
Number of Supper Meals Served	1,487	1,487

Exhibit BB

Sponsor: Giving Youth A Chance

Site: 0017 Miracle of Redemption

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	11	12
Number of Breakfast Meals Served	387	355

Number of Lunch Meals Served	423	390
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Exhibit CC

Sponsor: Giving Youth A Chance

Site: 0128 New Hope Ministry

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	15	15
Number of Lunch Meals Served	377	375
Number of PM Supplement Meals Served	374	374

Exhibit DD

Sponsor: Giving Youth A Chance

Site: 0125 New Horizon Apartments

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19	19
Number of Lunch Meals Served	2,800	2,800
Number of PM Supplement Meals Served	2,817	2,817

Exhibit EE

Sponsor: Giving Youth A Chance

Site: 0019 New Life Holiness Church

Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	20	20
Number of Breakfast Meals Served	591	591

Number of Lunch Meals Served	626	626
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Exhibit FF

Sponsor: Giving Youth A Chance
Site: 0021 Oakhaven Boys & Girls Club
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	20	20
Number of Lunch Meals Served	1,437	1,437
Number of PM Supplements Served	1,419	1,417

Exhibit GG

Sponsor: Giving Youth A Chance
Site: 0095 Pendleton Place Apartments
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	15	15
Number of Lunch Meals Served	319	319
Number of PM Supplements Meals Served	304	304

Exhibit HH

Sponsor: Giving Youth A Chance
Site: 0149 Project Stand Summer Enrichment
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	14	14

Number of Breakfast Meals Served	1,038	1,038
Number of Lunch Meals Served	1,034	1,034

Exhibit II

Sponsor: Giving Youth A Chance
Site: 0099 Red Devils Enrichment Program
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19	19
Number of Lunch Meals Served	1,496	1,496
Number of PM Supplements Served	1,499	1,499

Exhibit JJ

Sponsor: Giving Youth A Chance
Site: 0052 Repairing The Breach Ministries
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals Observed
Total Number of Days Food Served	19	19
Number of Lunch Meals Served	638	638

Exhibit KK

Sponsor: Giving Youth A Chance
Site: 0026 Saints Court
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	5	5
Number of Lunch Meals Served	211	211
Number of PM Supplement	211	211

Meals Served		
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Exhibit LL

Sponsor: Giving Youth A Chance
Site: 0030 Street Ministries--Graham
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	18	18
Number of Lunch Meals Served	815	815
Number of PM Supplement Meals Served	381	381

Exhibit MM

Sponsor: Giving Youth A Chance
Site: 0150 Summer at The Vineyard
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	15	15
Number of Lunch Meals Served	303	303

Exhibit NN

Sponsor: Giving Youth A Chance
Site: 0105 Summit Park Apartments
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19	19
Number of Lunch Meals Served	1,862	1,860

Number of PM Supplements Served	1,866	1,860
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Exhibit OO

Sponsor: Giving Youth A Chance
Site: 0154 Urban Family Ministries
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	9	9
Number of Lunch Meals Serve	186	186
Number of PM Supplements Served	179	179

Exhibit PP

Sponsor: Giving Youth A Chance
Site: 0049 Whitehaven High School
Review Month/Year: June 2019

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	10	10
Number of Breakfast Meals Served	563	575
Number of Lunch Meals Served	610	567

Exhibit QQ

**Sponsor: Giving Youth A Chance
Site: 00152 Wildcat's Summer Camp
Review Month/Year: June 2019**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	14	14
Number of Lunch Meals Served	897	895
Number of PM Supplements Served	375	375



**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

August 26, 2019

Mr. Rosman Randle, Executive Director
Giving Youth A Chance
476 Lipford Street
Memphis, Tennessee 38112-2992

Note: If you are no longer participating in the SFSP, 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 continue to participating in the SFSP, log into the Tennessee Information Payment System (TIPS) and revise the claim submitted for June 2019, which contains the verified claim data from the enclosed exhibits.

Institution Name:	Giving Youth A Chance
Institution Address:	476 Lipford Street Memphis, TN 38112-2992
Agreement Numbers:	00-033
Amount Due:	\$113.68
Due Date:	September 27, 2019

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

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



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: Giving Youth A Chance	Agreement No. 00033	<input checked="" type="checkbox"/> SFSP <input type="checkbox"/> CACFP
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Mailing Address: 476 Lipford Street Memphis, Tennessee 38112-2992

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

Name and Title: Mr. Rosman Randle, Executive Director	Date of Birth: / /
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Section C. Dates of Issuance of Monitoring Report/Corrective Action Plan

Monitoring Report: 8/26/2019	Corrective Action Plan: 8/26/2019
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Section D. Findings

Findings:

1. The Sponsor reported the number of meals claimed for reimbursement incorrectly
2. The Sponsor provided point of service meal counts that were not taken correctly
3. The Sponsor served meals outside the approved meal service time
4. The Sponsor's site supervisor did not take point of service meal counts during a breakfast meal observation
5. The Sponsor allowed meals to be consumed off-site
6. The Sponsor served second meals before all children had been served a first meal
7. The "And Justice for All: poster was not posted at a site
8. The Sponsor provided a meal that did not meet USDA meal pattern requirements during an observed meal
9. The Sponsor reported the number of operation days incorrectly for some feeding sites
10. Meals were not counted by feeding site personnel to ensure meals delivered matched the delivery ticket

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 meals claimed for reimbursement 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 provided point of service meal counts that were not taken correctly

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 served meals outside the approved meal service time

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 conduct monitoring of its feeding sites 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:

Measure No. 5: The Sponsor allowed meals to be consumed off-site

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. 6: The Sponsor served second meals before all children had been served a first meal

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. 7: The “And Justice for All” poster was not posted at a site

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. 8: The Sponsor provided a meal that did not meet USDA meal pattern requirements during an observed meal

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. 9: The Sponsor reported the number of operation days incorrectly for some feeding sites

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. 10: Meals were not counted by feeding site personnel to ensure meals delivered matched the delivery ticket

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: / /

SUMMER FOOD SERVICE PROGRAM SPONSOR APPEAL PROCEDURES

7 C.F.R. § 225.13 governs appeals in the Summer Food Service Program and the maximum time limit for processing appeals is nineteen (19) calendar days for the Summer Food Service Program as follows:

1. The Department shall notify the appellant (Sponsor) in writing of the grounds upon which the Department has based the action. The Department's notice of action shall be sent by certified mail, return receipt requested, and shall also state that the sponsor or food service management company has the right to appeal the Department's action.
2. Appealable actions are outlined in 7 C.F.R. § 225.13(a) and are: A denial of an application for participation; a denial of a sponsor's request for an advance payment; a denial of a sponsor's claim for reimbursement (except for late submission under 7 CFR § 225.9(d)(6)); the Department's refusal to forward to FNS an exception request by the sponsor for payment of a late claim or a request for an upward adjustment to a claim, a claim against a sponsor for remittance of a payment, the termination of the sponsor or a site, a denial of a sponsor's application for a site, a denial of a food service management company's application for a site; of a food service management company's registration, if applicable.
3. The time period allowed for filing the appeal where actions are appealable as specified in 7 C.F.R. § 225.13(a) is ten (10) calendar days from the date on which the notice of action sent by certified mail return receipt requested is received.
4. The appeal must be in writing and must conform to the requirements outlined in 7 C.F.R. § 225.13(b) (4), which are set forth in number (6) below.
5. The address to file an appeal is as follows:

**Tennessee Department of Human Services
Appeals and Hearings Division, Clerk's Office
P.O. Box 198996
Nashville, TN 37219-8996
Toll Free. (866) 757-8209
Local (615) 744-3900
Fax. (866) 355-6136
AppealsClerksOffice.DHS@tn.gov**

6. The appellant is allowed to refute the charges in the notice of action in person, or by filing written documentation with the review official. If the appeal letter does not specifically request a hearing, a review of written documentation in lieu of a hearing will occur. To be considered, written documentation must be submitted by the appellant within seven (7) calendar days of submitting the appeal. An appellant is allowed the

opportunity to review information upon which the action described in the notice of action was based.

7. If the appellant requested a hearing in the appeal letter, the appellant shall be given at least five (5) calendar days advance written notice by certified mail, return receipt requested, of the date, time, and place of hearing.
8. If the appellant requested a hearing in the appeal letter, the hearing will be conducted within fourteen (14) calendar days of the receipt of the appeal. However, the hearing will not be held before the appellant's written documentation is received where the appellant has requested to submit the written documentation. The appellant may retain legal counsel or may be represented by another person. If the appellant institution or sponsoring agency is a corporation, partnership or other legally created entity, then the sponsoring institution or agency must be represented by an attorney. Otherwise, the individual representing the agency will have limited participation in the hearing. If the appellant institution or sponsoring agency is a natural person (not a corporation, partnership or other artificial entity), he/she may retain an attorney, represent themselves or be represented by another person. Failure of the appellant's representative to appear at a scheduled hearing shall constitute the appellant's waiver of the right to a personal appearance before the review official, unless the review official agrees to reschedule the hearing. A representative of the State agency shall be allowed to attend the hearing to respond to the appellant's testimony and written information and to answer questions from the review official. The review officer shall be independent of the original decision-making process.
9. Within five (5) working days after receiving the written documentation, and where a hearing was not requested in the appeal letter, the administrative review official, based on a full review of the administrative record, will inform the appellant, by certified mail, return receipt requested, of the official's determination.
10. Within five (5) working days after the hearing has been held, when a hearing was requested in the appeal letter, the hearing official, based on a full review of the administrative record, will inform the appellant, by certified mail, return receipt requested, of the official's determination.
11. 7 CFR. § 225.13(11) requires the Program's administrative action to remain in effect during the appeal process.
12. Participating sponsors and sites may continue to operate during an appeal of a termination.
13. Reimbursement shall be paid for meals served during the appeal process if the administrative review determination overturns the Program's administrative action that was appealed.

14. If the sponsor or site has been terminated for the reason of imminent dangers to the health or welfare of children, the operation shall not be allowed to continue during the appeal process and this reason shall be specified in the notice of action.
15. The review official will make a determination based on information provided by the State agency and the appellant, and on Program regulations.
16. The determination made by the hearing official is the final administrative determination provided under 7 225.13(12), and will become the Final Order and set forth the time limits for seeking judicial review.