



**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

October 27, 2020

Chet Kibble, Executive Director/CEO
Memphis & Shelby County Lead Safe Collaborative
3331 Lakeview Road
Memphis, Tennessee 38116-3142

Dear Mr. Kibble,

The Department of Human Services (DHS) - Division of Audit Services staff conducted a limited desk review of the Summer Food Service Program (SFSP) for Memphis & Shelby County Lead Safe Collaborative, Application Agreement number 00724, during the period of August 5, 2020, through September 16, 2020. Our scope of the review was for reimbursement made to the Sponsor for July 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 a review of the documents obtained from the Sponsor via e-mail, mail, or other electronic transmissions of documents. We also obtained confirmation from the Sponsor staff via telephone or e-mail relative to the operation and administration of the SFSP.

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.

Important COVID-19 note: Due to the current outbreak and the risk that COVID19 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 with you. If you need any assistance or have any questions, please do not hesitate to contact us via email.

Background

We inspected meal count sheets for our July 2020 and reconciled the meals claimed for reimbursement to the meals reported as served for each meal service. We also reviewed

documentation of the Sponsor's financial transactions including, but not limited to, purchases of food.

Based on our review of the Sponsor's records and information provided, the Sponsor was approved for nine (9) feeding sites of which all were listed as operating during the review period. Three feeding sites were selected as the sample. In addition, we reviewed all meal counts for sites operating during the period.

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 July 2020 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 conducted site desk reviews in July 2020 for **0011 Camelot Manor, 0012 El Dorado Apartments, and 0007 Jamesbridge Apartments.**

Our review of the Sponsor's records for July 2020 disclosed the following:

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

Condition

The claim for reimbursement summary for July 2020 reported 13,307 lunch meals. However, our review of the available records reconciled 13,171 lunch meals before any meal disallowances. The differences were based on the following.

Lunch

Name of Site	Reported	Verified	Difference
0011 Camelot Manor	948 Lunches	951 Lunches	+3 Lunches
0006 Highland Creek	1,653 Lunches	1,593 Lunches	-60 Lunches
0004 Ivy Chase Apartments	820 Lunches	819 Lunches	-1 Lunch
0007 Jamesbridge Apartments	1,558 Lunches	1,561 Lunches	+3 Lunches
0010 Twin Oaks Townhomes	2,183 Lunches	2,102 Lunches	-81 Lunches

The Sponsor over-reported the number of lunch meals claimed for reimbursement by 136.

Criteria

Title 7 of the Code of Federal Regulations, Section 225.9 (d)(5) states, "... In submitting a claim for reimbursement, each sponsor shall certify that the claim is correct and that records are available to support this claim. Failure to maintain such records may be grounds for denial of reimbursement for meals served claimed during the period covered by the records in question...."

Title 7 of the Code of Federal Regulations, Section 225.15(c)(1) states, “Sponsors shall maintain accurate records justifying all meals claimed and documenting that all Program funds were spent only on allowable Child Nutrition Program costs. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/or administrative costs claimed during the period covered by the records in question. The sponsor's records shall be available at all times for inspection and audit by representatives of the Secretary, the Comptroller General of the United States, and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year.”

Recommendation

The Sponsor should ensure claims for reimbursement are completed accurately and based on supporting documents.

2. The Sponsor overstated the number of meals eligible for reimbursement based on the point of service meal count sheets

Condition

The Sponsor claimed meals as served for which the meal count sheets indicated fewer meals were served. Meals must be marked at the actual point of service. Below is a summary of the overstated meals:

Name of Site	Number meals disallowed	Dates meals were allowed/disallowed
0011 Camelot Manor	3 Lunches	07/03/20
0007 Jamesbridge Apartments	4 Lunches	07/01/20
	5 Lunches	07/03/20

As a result, 12 lunch meals claimed for reimbursement were disallowed.

Criteria

The USDA Administration Guide Summer Food Service Program, page 112 states, “Only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point of service, i.e., meals are counted as they are served, to ensure that an accurate count of meals served is obtained and reported...”

Recommendation

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

3. The meal count documentation provided during the desk review did not coincide with the meal count documentation provided during the sponsor review

Condition

During our desk review of **0007 Jamesbridge Apartments** on July 13, 2020, we requested meal count documentation for the completion of a 5-day reconciliation and the day of the desk review meal service. The Sponsor reported 71 lunch meals served for July 13, 2020, during our desk review. However, the Sponsor reported 72 lunch meals based on documentation submitted during our Sponsor review.

As a result, one lunch meal claimed for reimbursement was disallowed.

Criteria

Title 7 of the Code of Federal Regulations, Section 225.9 (d)(5) states, "... In submitting a claim for reimbursement, each sponsor shall certify that the claim is correct and that records are available to support this claim. Failure to maintain such records may be grounds for denial of reimbursement for meals served claimed during the period covered by the records in question...."

Recommendation

The Sponsor should ensure the number of meals served is reported based on participation and supporting documentation should be maintained.

4. The Sponsor did not maintain delivery tickets or accurate production records

Condition

The Sponsor did not provide documentation of signed delivery receipts verifying the number of meals delivered daily to each site. Meals delivered from a central kitchen must be supported with signed delivery receipts.

We reviewed production records to reconcile the meals produced and compared them to the meal count documentation. The following deficiencies were discovered:

0012 EI Dorado

- The production records documented that 60 lunch meals were produced for the site on July 20, 2020. According to the meal count, 65 meals were delivered and claimed. No meals were disallowed due to 6 leftover meals being documented the previous day. The Sponsor should ensure production records and meal count records are accurate and detail all pertinent information including meals delivered and leftover.
- The production records documented that 60 lunch meals were produced for the site on July 21, 2020. According to the meal count, 62 meals were delivered and claimed. One meal was disallowed as there was one leftover meal documented the previous day. The Sponsor should ensure production records and meal count records are accurate and detail all pertinent information including meals delivered and leftover.

As a result, one (1) lunch meal claimed for reimbursement was disallowed.

Criteria

Title 7 of the Code of Federal Regulations, Section 225.9 (d)(5) states, "... In submitting a claim for reimbursement, each sponsor shall certify that the claim is correct and that records are available to support this claim. Failure to maintain such records may be grounds for denial of reimbursement for meals served claimed during the period covered by the records in question...."

The USDA Administration Guide Summer Food Service Program, page 139 states, "Meals delivered or prepared, by type (breakfast, snack, lunch, supper). 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...Vended programs must support this information with a signed delivery receipt. Programs with a central kitchen should also support this information with a signed delivery receipt for good Program management."

Recommendation

The Sponsor should maintain accurate production records and ensure signed delivery tickets are maintained.

5. The Sponsor did not comply with training requirements

Condition

The Sponsor provided documentation of the SFSP training and Civil Rights training. Our review of the Sponsor's training documentation found the following deficiencies:

Though each site supervisor was documented as completing the Civil Rights training, the following site supervisors listed in the site applications for the review period were not listed on the SFSP training roster: **0002 Aspenwood Square, 0011 Camelot Manor, 0012 El Dorado Apartments, 0004 Ivy Chase Apartments, and 0013 Hilldale Apartments.**

Also, the SFSP training topics did not include the duties of the monitors.

Criteria

Title 7 of the Code of Federal Regulations, Section 225.15 (d) (1) states, "Each sponsor shall hold Program training sessions for its administrative and site personnel and shall allow no site to operate until personnel has attended at least one of these training sessions. Training of site personnel shall, at a minimum, include: the purpose of the Program; site eligibility; recordkeeping; site operations; meal pattern requirements; and the duties of a monitor. Each site shall have present at each meal service at least one person who has received this training."

The USDA Administration Guide Summer Food Service Program, page 109, states, "...If a site supervisor who has attended the sponsor's training session resigns during the summer, the sponsor is responsible for ensuring that the new site supervisor receives all necessary training before taking charge of the site..."

Title 7 of the Code of Federal Regulations, Section 225.7 (g)(1) states, "Each State agency shall comply with all requirements of title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Department's regulations concerning nondiscrimination (7 CFR parts 15, 15a and 15b), including requirements for racial and ethnic participation data collection, public notification of the nondiscrimination policy, and reviews to assure compliance with such policy, to the end that no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, the Program."

Recommendation

Sponsors should ensure key site personnel attends training sessions prior to taking charge of the sites and ensure all required elements are covered during training sessions.

6. The Sponsor reported the number of operation days incorrectly for two sites

Condition

The Sponsor reported the operational days for two sites incorrectly. Deficiencies were as follows:

Site Name	Operating Days reported in TIPS	Verified Days of Operation per Meal Count Sheets
0006 Highland Creek	26 days	25 days
0010 Twin Oaks Townhomes	26 days	25 days

Criteria

Title 7 of the Code of Federal Regulations, Section 225.9 (d) (5) states, "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 operating days are correct before submitting a claim for reimbursement.

7. The Sponsor expensed unallowable costs to SFSP

Condition

The Sponsor's receipts for the operating period of July 2020 revealed expenses totaling \$700.62 that were not included in their approved budget. Prior approval must be obtained from DHS for expenses charged to SFSP. This resulted in unallowable costs detailed below:

Receipt Date	Item Description	Receipt Amount
07/01/20	Gas Station-2023869 (gas)	\$35.00
07/01/20	Car Wash USA Express (car wash)	\$7.00
07/02/20	Car Wash USA Express (car wash)	\$14.00
07/06/20	Kroger (gas)	\$25.00
07/02/20	Walmart (gas)	\$25.00

07/31/20	Car Wash USA Express (car wash)	\$30.00
07/31/20	Mapco (gas)	\$40.00
07/31/20	Car Wash USA Express (car wash)	\$35.00
07/05/20	Hop IN (gas)	\$10.00
07/05/20	Exxon Mart Downtown (unknown purchase)	\$10.00
07/08/20	Mapco (gas)	\$30.00
07/10/20	Mapco (gas)	\$35.00
07/11/20	Airways Shell (gas)	\$25.00
07/13/20	Big D Collierville (gas)	\$30.00
07/13/20	Bellevue Express (gas)	\$30.00
07/13/20	Bellevue Express (gas)	\$0.62
07/13/20	Bellevue Express (gas)	\$30.00
07/14/20	Car Wash USA Express (car wash)	\$14.00
07/16/20	Gas Station-2023869 (gas)	\$25.00
07/17/20	7010 Winchester R. (gas)	\$30.00
07/18/20	Mapco (gas)	\$30.00
07/18/20	Car Wash USA Express (car wash)	\$11.00
07/20/20	Lamar Corner Grocery (gas)	\$25.00
07/23/20	Gas Station- 8425472 (gas)	\$25.00
07/25/20	Mapco (gas)	\$30.00
07/25/20	Mapco (gas)	\$29.00

07/28/20	Mapco (gas)	\$30.00
07/30/20	Cash app payment to Donavaughn Dorsey noted for gas	\$40.00
	Total Unallowable Expenses	\$700.62

Criteria

Per FNS Instruction 796-4, Rev. 4, Page 14 -16 Section D, titled (Unallowable Costs) states unallowable costs are costs for which SFSP funds may not be disbursed. They include the following:

- "... Entertainment, i.e., cost of amusements, social activities, and incidental related costs such as meals, beverages, lodging, rentals, transportation, gratuities, etc.
- Administrative costs not included in the sponsor's budget as finally approved.
- Any other cost incurred which program officials determine to be in violation of applicable laws and regulations".

Per 2 CFR 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Learning Education, Hospitals, and Other Non-Profit Organizations, Section 215. 25 (b), titled Revision of Budget and Program Plans state " Recipients are required to report deviations from budget and program plans and request prior approvals for budget and program plan revisions..."

Recommendation

The Sponsor should comply with federal regulations and only expense items to the SFSP program allowable and approved in the budget.

8. The Sponsor did not provide an adequate financial management system

Condition

The Sponsor failed to adequately document labor costs paid to employees from SFSP funds. We were able to reconcile some of the check numbers in the bank statement to the 'Expense by payee' documentation, however, all of the payments to employees were not listed. The Sponsor did not provide check stubs. The time and attendance records were inadequate, and we could not reconcile the number of hours to the amounts paid to the employees. Additionally, some transactions documented as SFSP related expenses were not listed in the general ledger for the review period of July 2020.

Criteria

The USDA Administration Guide Summer Food Service Program, page 143, states, "Records must be maintained that document the amount and purpose of all administrative costs attributed to SFSP."

Title 7 of the Code of Federal Regulations, Section 225.15 (c) (1) states, "... Sponsors shall maintain accurate records justifying all meals claimed and documenting that all Program funds were spent only on allowable Child Nutrition Program costs. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/or administrative costs claimed during the period covered by the records in question. The sponsor's records shall be available at all times for inspection and audit by representatives of the Secretary, the Comptroller General of the United States, and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year."

The USDA State Agency Monitor Guide, page 34, states, "The sponsor must maintain all Program financial records documenting Program income and Program expenses, such as invoices and receipts, bank statements, checking account ledgers, Program reimbursement payments received, Program advance payments received and interest earned, funds accruing to SFSP, and disbursements to sponsor facilities to ensure documentation of the nonprofit food service account to ensure the fiscal integrity of the SFSP funds paid to the sponsor."

Recommendation

The Sponsor should ensure that all SFSP funds are accounted for accurately.

9. The Sponsor did not document Racial and Ethnic Data information accurately

Condition

The Sponsor documented completing the racial/ethnic data collection for each site during the program operation, however, the documentation was deficient for **0011 Camelot Manor**. The number of participants documented on the meal count for July 28, 2020, the day the racial/ethnic data was collected, did not coincide with the number of observed children. According to the meal count documentation, 40 children were served. The Racial and Ethnic data information documented 31 children.

Criteria

Title 7 of the Code of Federal Regulations, Section 225.7 (g)(1) states, "Each State agency shall comply with all requirements of title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Department's regulations concerning nondiscrimination (7 CFR parts 15, 15a and 15b), including requirements for racial and ethnic participation data collection, public notification of the nondiscrimination policy, and reviews to assure compliance with such policy, to the end that no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, the Program."

The USDA Administration Guide Summer Food Service Program, page 122, states, "The sponsor also must collect ethnic/racial category data each year by ethnic/racial category for each site under the sponsor's jurisdiction. Sponsors of residential camps must collect and maintain this information separately for each session of the camp. For all other sites, the sponsor must count the participating children at least once during the site's operation. The sponsor may use visual identification to determine a participant's racial/ethnic category. For collection purposes, a participant may be included in the group to which he or she appears to belong, identifies with, or is regarded as a member of by the community."

Recommendation

The Sponsor should ensure all sites in operation have the racial-ethnic data information completed as required. Documentation should be maintained and available upon request.

10. The Sponsor's monitoring documentation had deficiencies

Condition

0011 Camelot Manor

The number of participants documented on the meal count for July 28, 2020, the day the first four-week monitoring visit, did not coincide with the number of observed children during the monitoring visit. According to the meal count documentation, 40 children were served. The first four-week monitoring form documented 31 children.

0006 Highland Creek

The site's first four-week monitoring documentation did not have the signature of the site staff.

0009 The Wheel Stop

The site's first four-week monitoring documentation did not have the signature of the site staff.

Criteria

Title 7 of the Code of Federal Regulations, Section 7 *CFR 225.15 (d) (2)* states, "Sponsors shall visit each of their sites at least once during the first week of operation under the Program and shall promptly take such actions as are necessary to correct any deficiencies."

Title 7 of the Code of Federal Regulations, Section 7 *CFR 225.15 (d) (3)* states, "Sponsors shall review food service operations at each site at least once during the first four weeks of Program operations, and thereafter shall maintain a reasonable level of site monitoring, Sponsors shall complete a monitoring form developed by the State agency during the conduct of these reviews."

Recommendation

The Sponsor should ensure monitoring visit documentation is completed accurately and is signed by site personnel.

Technical Assistance Provided

Technical assistance was provided to the Sponsor regarding the reconciliation of meal count documentation before claim submission, documenting labor, and maintaining an adequate financial system.

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 \$622.88 for the review month of July 2020.

Unallowable Administrative Cost

Based on the review, we determined the Sponsor's noncompliance with the applicable Federal and State regulations that govern the SFSP resulted in total unallowable administrative cost of \$700.62 for July 2020.

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 July 2020, 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
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 is completed 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:

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 meal 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: Kishmar Kibble, Chief Operations Officer, Memphis & Shelby County Lead Safe Collaborative
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 A

Summary of Total Claimed and Reconciled Meals

Sponsor: Memphis & Shelby County Lead Safe Collaborative

Review Month/Year: July 2020

Claim Reimbursement Total: \$55,257.32

Site Meal Service Activity	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	26	26
Number of Participating Sites for Lunch Meals	9	9
Number of Lunch Meals Served	13,307	13,157

Exhibit B

Sponsor: Memphis & Shelby County Lead Safe Collaborative

Site: 0002 Aspenwood Square

Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	26	26
Number of Lunch Meals Served	1,773	1,773

Exhibit C

Sponsor: Memphis & Shelby County Lead Safe Collaborative

Site: 0011 Camelot Manor

Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	23	23
Number of Lunch Meals Served	948	948

Exhibit D

Sponsor: Memphis & Shelby County Lead Safe Collaborative
Site: 0012 El Dorado Apartments
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	23	23
Number of Lunch Meals Served	1,365	1,364

Exhibit E

Sponsor: Memphis & Shelby County Lead Safe Collaborative
Site: 0006 Highland Creek
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	26	25
Number of Lunch Meals Served	1,653	1,593

Exhibit F

Sponsor: Memphis & Shelby County Lead Safe Collaborative
Site: 0013 Hilldale Apartments
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	23	23
Number of Lunch Meals Served	979	979

Exhibit G

Sponsor: Memphis & Shelby County Lead Safe Collaborative
Site: 0004 Ivy Chase Apartments
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
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Total Number of Days Food Served	22	22
Number of Lunch Meals Served	820	819

Exhibit H

Sponsor: Memphis & Shelby County Lead Safe Collaborative
Site: 0007 Jamesbridge Apartments
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	23	23
Number of Lunch Meals Served	1,558	1,551

Exhibit I

Sponsor: Memphis & Shelby County Lead Safe Collaborative
Site: 0009 The Wheel Stop
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	25	25
Number of Lunch Meals Served	2,028	2,028

Exhibit J

Sponsor: Memphis & Shelby County Lead Safe Collaborative
Site: 0010 Twin Oaks Townhomes
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	26	25
Number of Supper Meals Served	2,183	2,102

Exhibit K

Overpayment Summary

July Disallowed Meals	X Meal Rate	Total Disallowed
150 Lunch Meals	\$4.1525	\$622.8750
Total Overpayment		\$622.88



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BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

Billing Notice

October 27, 2020

Chet Kibble, Executive Director/CEO
Memphis & Shelby County Lead Safe Collaborative
3331 Lakeview Road
Memphis, Tennessee 38116-3142

This billing notice is based on the disallowance noted in the monitoring report of the Summer Food Service program (SFSP) due to noncompliance with the applicable Federal and State regulations that govern the SFSP.

Amount Due: \$622.88
Due Date: November 30, 2020
Date of the Monitoring Report: October 27, 2020
Agreement/Contract Number: 00724

Note1: Please remit a check payable to the Tennessee Department of Human Services in the disallowed amounts noted in the report by the due date to the address below:

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

Note 2: Please log into the Tennessee Information Payment System (TIPS) and revise the claim for reimbursement that was submitted for July 2020. Use the reconciled claim data of the exhibits enclosed in the monitoring report.

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