



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

March 11, 2019

Mr. Mark Wallace
Bells City Schools
4547 Highway 88 South
Bells, TN 38006

Dear Director Wallace:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Bells City's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 4, 2019, with the exit date of February 5, 2019. The summary includes the identified findings and the corrective actions required.

District responses and supporting documentation of corrective actions are required for all findings, and findings must be corrected district wide. The School Nutrition Program director will provide the responses to the findings via the Tennessee: Meals, Accounting, and Claiming (TMAC) system in the "Compliance" section, as discussed with the lead reviewer. Technical assistance areas do not require responses; these suggestions are only to help the system improve the program. They are also available in the "Compliance" section in TMAC.

During the review, a finding in section **100 - Certification and Benefit Issuance** requires fiscal action due to certification errors in the base year of a provisional feeding program. More details about this action will be forthcoming once corrective action is complete. All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than March 29, 2019. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. If there are no errors or points of disagreement, please be mindful that refusal or failure to comply with the required, corrective actions within the allotted timeframe may result in further potential fiscal action.

Upon receipt of Bells City's documented corrective action, the Tennessee Department of Education will determine whether the documentation is complete and resolves the findings identified. Once the department approves the corrective actions, your district will receive a closure letter closing the review within 30 calendar days.

If you have any questions or concerns, please contact our office at (800) 354-3663.

Sincerely,

Lori Paisley
Executive Director
Healthy Schools

Bells City (172)

Review ID: 1101

Exit Conference Date: 2/5/2019

Review Year: 2019

Month of Review: December

Lead Reviewer: Audra Henderson

| Area | Findings ID | Finding Description | Required Corrective Action |
|------|-------------|---------------------|----------------------------|
|------|-------------|---------------------|----------------------------|

SFA - Level Findings

| | | | |
|--|--------|---|---|
| 100 - Certification and Benefit Issuance | V-0100 | Certification and benefit issuance requirements were not met. Three students in the review sample were incorrectly approved for benefits. | Change the status of each student on the benefit issuance document and send the households a notice of benefit change. Upload the letter to demonstrate compliance. |
|--|--------|---|---|

Site - Level Findings: Bells Elementary (0005)

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|--------------------|--------|---|---|
| 1400 - Food Safety | V-1400 | The food safety plan was not properly implemented. Some foods observed on the day of review were not dated, and first in, first out (FIFO) inventory management could not be confirmed. | Retrain staff on proper receiving and storage procedures. Upload a copy of the agenda and training roster for proof of compliance. |
| 1400 - Food Safety | V-1400 | Food safety requirements were not met. No temperature log was available for the milk cooler, nor was a thermometer in the cooler to measure its temperature. | Train staff on maintaining temperature logs. Upload an agenda and training roster to demonstrate compliance. Also, upload a milk cooler temperature log for one week. |
| 1400 - Food Safety | V-1400 | Food safety requirements were not met. Beverages, in the walk in cooler, was on the floor and not properly stored at a minimum six inch elevation. | Move beverages to a higher elevation, and upload a picture of the cooler demonstrating compliance with storage requirements. |