



**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

September 9, 2019

Mr. Dan Black  
Bradford SSD  
152 E. Main Street  
Bradford, TN 38316-0220

Dear Director Black:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Bradford Special School District's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 26-March 1, 2018, with the exit date of March 1, 2018. The attached 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 must 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 district improve the program. They are also available in the "Compliance" section in TMAC.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, to discuss next steps. 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 potential fiscal action.

Upon receipt of Bradford Special School District'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,

Sandy Dawes  
State Director  
School Nutrition Program

**Bradford SSD (274)**

**Review ID: 813**

**Exit Conference Date: 3/1/2018**

**Review Year: 2017-2018**

**Month of Review: January**

**Lead Reviewer: Michael Bishop**

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

**SFA - Level Findings**

Resource Mgt Comprehensive Review	V-RMCRF	Resource Management requirements were not met.	Gift cards in the amount of \$200 were found as an unallowable expense after a review of expenses from the general ledger. The unallowable expenses must be refunded to school nutrition from non-federal funds, for example, the school general fund. Upload a copy of the refund deposit to the school nutrition fund as proof of compliance.
-----------------------------------	---------	--	---

**Site - Level Findings: Bradford Elementary (0010)**

900 - SFA On Site Monitoring	V-0900	On-site Monitoring was not completed for breakfast.	Complete On-site Monitoring for breakfast. The form is attached in Review Attachments. Upload the completed form to show proof of corrective action.
1400 - Food Safety	V-1400	Cooling logs did not provide enough information to properly document cooling of foods.	Train employees on food cooling methods and cooling log documentation. Use the Cooling Time/Temperature Control for Safety Foods SOP on page 42 of the TN HACCP Manual in Review Attachments. Upload the completed sign in sheet on page 43 and SOP as proof of training.
300 - Meal Counting and Claiming - Breakfast	V-0300	Reduced price breakfasts were under-claimed.	Modify the January claim for reimbursement to reflect the meal counting documentation for reduced price meals at Bradford Elementary School. Include a note in the claim that explains the reason for the modification. Contact the lead reviewer when the claim has been modified.
300 - Meal Counting and Claiming - Breakfast	V-0300	Meal counting procedures were not properly implemented for breakfast in the classroom.	Attendance was used to count meals in three classrooms. Train teachers on proper breakfast in the classroom meal counting procedures. Upload an agenda and sign in sheet to show compliance.