



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

May 17, 2023

Mrs. Marcia Griffin
Chattanooga Charter School of Excellence
2029 E. 23rd Street
Chattanooga, TN 37404

Dear Director Griffin:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of the Chattanooga Charter School of Excellence National School Lunch Program and School Breakfast Program. This review was conducted the week of April 24, 2023, with the exit date of April 26, 2023. 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 no later than June 16, 2023. During this timeframe, if you identify 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 fiscal action.

Upon receipt of Chattanooga Charter School of Excellence'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,

Bill Byford
State Director of School Nutrition
School Nutrition Program

Chattanooga Charter School of Excellence (C093)

Review ID: 3587

Exit Conference Date: 4/26/2023

Review Year: 2022-2023

Month of Review: March

Lead Reviewer: Frankie Norton

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

800 - Civil Rights	V-0800	Observed that for students with special dietary needs, the SFA did not have written documentation by a licensed medical authority stating which food items should be omitted and what to substitute in their place.	Develop a procedure for accommodating Special Dietary needs, including a Special Dietary Needs Request Form. Train all district and FSMC staff on the procedure and form. Upload a copy of the procedure, form, training agenda and sign-in sheets as evidence of compliance.
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Site - Level Findings: Chattanooga Charter School (8003)

300 - Meal Counting and Claiming - Lunch	V-0300	Observed the meal count totals by category and combined for the total school were not used to file the claim. The vendor invoice was used and the vendor invoice had an error on one day, resulting in an underclaim of lunch meals.	Implement a manual meal count procedure that will accurately consolidate and claim the number of meals actually served to students. Upload a copy of the procedure and the April meal counts and TMAC claim to the Review Attachments module as evidence of compliance.
400 - Meal Components and Quantities - Lunch	V-0400	Observed that the milk substitute did not meet the required specifications for non-disability accommodations.	Inform the FSMC of the requirement for non-disability milk substitutes to meet federal guidelines. Upload a copy of the communication to the FSMC as well as a picture of a compliant substitute that has been purchased as evidence of compliance.
400 - Meal Components and Quantities - Lunch	V-0400	Observed there were not at least two required milk varieties through the entire meal service.	Ensure enough milk is maintained onsite to allow two milk choices to all students for each meal. Observe the end of meal service randomly to ensure requirements are met. Upload communication with FSMC vendor and the results of the observation as evidence of compliance.