



**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

April 10, 2023

Dr. Charles Lawson  
Coffee County Schools  
1343 McArthur Street  
Manchester, TN 37355-2425

Dear Dr. Lawson:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Coffee County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of April 3, 2023, with the exit date of April 6, 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 May 19, 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 Van Buren's documented corrective action, the Tennessee Department of Education will determine whether the documentation is complete and resolve the identified findings. 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

**Coffee County (160)**

**Review ID: 3600**

**Exit Conference Date: 4/6/2023**

**Review Year:** 2022-2023

**Month of Review:** March

**Lead Reviewer:** Brooke Walker-Babbs

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

1000 - Local School Wellness Policy	V-1000	The minimum required elements were not all included in the wellness policy.	Visit <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy">https://www.fns.usda.gov/tn/local-school-wellness-policy</a> to review the required content and revise the local school wellness policy to include the required content. Upload a revised copy of the wellness policy.
100 - Certification and Benefit Issuance	V-0100	Observed that there were applications approved for reduced benefits rather than paid.	Update benefits and notify the household. Ensure all applications are approved using the correct household size. Upload copies of the household notification letter.

**Site - Level Findings: Coffee County Central High School (0005)**

1100 - Smart Snacks in School	V-1100	Observed Smart Snacks sold in the specified area does not meet Smart Snack standards.	Demonstrate how all Smart Snacks sold meet compliance. Upload Smart Snack Calculator forms that verify compliance and images of the items sold.
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Update and provide a copy of a revised comprehensive food safety plan to include the regulatory items required by 7CFR 210.13.
1300 - Water	V-1300	Observed water being sold next milk as an alternative selection.	Move water away from the milk cooler. Provide picture of new location of water to demonstrate compliance.
1400 - Food Safety	V-1400	Observed selected relevant cooling temperature logs were not properly implemented.	Retrain cafeteria staff on proper temperature logging procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a temperature log of each type of temperature log after corrective action has occurred to demonstrate compliance with the standard operating procedure (SOP).

**Site - Level Findings: Deerfield Elementary (0050)**

1400 - Food Safety	V-1400	Observed on-site storage violations.	Retrain staff on proper procedures for the storage of food in dry storage, refrigeration, and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained.
1400 - Food Safety	V-1400	Observed selected relevant cooling temperature logs were not available for review.	Retrain cafeteria staff on proper temperature logging procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a temperature log of each type of temperature log after corrective action has occurred to demonstrate compliance with the standard operating procedure (SOP).
1100 - Smart Snacks in School	V-1100	Observed Smart Snacks sold during the school day do not meet Smart Snack standards.	Demonstrate how all Smart Snacks sold meet compliance. Upload Smart Snack Calculator forms that verify compliance and images of the items sold.
1100 - Smart Snacks in	V-1100	Observed Smart Snacks sold in the specified area do not meet Smart Snack standards.	Demonstrate how all Smart Snacks sold meet compliance. Upload Smart Snack Calculator forms that verify

School			compliance and images of the items sold.
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