



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 10, 2023

Dr. Carolyn Bibbs
Creative Life Preparatory School
1222 Riverside Dr.
Memphis, TN 38106-2531

Dear Director Bibbs:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Creative Life Preparatory School's National School Lunch Program and School Breakfast Program. This review was conducted the week of May 1, 2023, with the exit date of May 4, 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 5, 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 **Creative Life Preparatory Schools'** 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

Creative Life Preparatory School (P100)

Review ID: 3614

Exit Conference Date: 5/3/2023

Review Year: 2022-2023

Month of Review: March

Lead Reviewer: Tami Simpson

Area	Findings ID	Finding Description	Required Corrective Action
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Site - Level Findings: Creative Life Preparatory School (9060)

1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Standard Operating Procedures were not followed for Storage, Using and Calibrating Thermometers, and Date Marking Ready-to-Eat, Time/Temperature Control for Safety (TCS) Foods in the HACCP-Based Food Safety Plan. Upload one week of temperature logs for the freezers and refrigerators. Upload one week of thermometer calibration logs. Review the SOP for Storage and Date Marking Ready-to-Eat, Time/Temperature Control for Safety (TCS) Foods in the HACCP-Based Food Safety Plan. Sign and date the signature page from each SOP and upload it into the Corrective Action Document.
400 - Meal Components and Quantities - Lunch	V-0400	Observed production records and other supporting documentation did not indicate that the required quantities of food were available.	The beans, peas, legumes vegetable subgroup requirement was not met for the week of March 6-10, 2023. The Ball Park beef frank served on 3/10 did not meet the 2 oz equivalent requirement for the meat/meat alternate component. The lunch menu for the week of March 6-10 did not meet the whole grain requirements. The dinner rolls and hamburger bun served for the week of March 6-10 did not meet the 2 oz equivalent requirement for the grains component. Upload one week of menus, production records and product documentation that meets all daily and weekly minimum requirements for each lunch meal component.
400 - Meal Components and Quantities - Breakfast	V-0400	Observed production records and other supporting documentation did not indicate that the required quantities of food were available.	The breakfast menu for the week of March 6-10 did not meet the whole grain requirements. The dinner rolls served for the week of March 6-10 did not meet the 2 oz equivalent requirement for the grains component. Upload one week of menus, production records and product documentation that meets all daily and weekly minimum requirements for each breakfast meal component.