



BILL LEE
GOVERNOR

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

PENNY SCHWINN
COMMISSIONER

January 19, 2023

Dr. Donald Durley
Grundy County Schools
1376 Main Street
Altamont, TN 37301-0097

Dear Dr. Durley:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Grundy County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of January 9, 2023, with the exit date of January 12, 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 February 20, 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 Grundy County'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

Grundy County (310)

Review ID: 3589

Exit Conference Date: 1/12/2023

Review Year: 2022-2023

Month of Review: November

Lead Reviewer: Gary Gluch

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

700 - Resource Management	V-0700	Observed that the Adult Meal Prices for school district staff are not priced correctly for breakfast and lunch in a non-pricing school or school district.	Upload documentation(screen shot or price report from POS) that shows the increase in the adult breakfast and lunch prices per USDA FNS Instruction 782-5, Rev. 1.
700 - Resource Management	V-0700	Observed that the School Food Authority TMAC Financial Report did not accurately track all revenues and expenditures for the nonprofit school food service when compared to the Local Education Agency year end financial report.	Investigate the discrepancy to determine the variances in the beginning fund balance, revenues, expenses and ending fund balance between the auditor's report and the TMAC financial report for the 2021-2022 school year. Upload supporting documentation and the email to the compliance director to support the correcting of the financial report.

Site - Level Findings: North Elementary (0035)

500 - Offer versus Serve	V-0500	Observed Offer Versus Serve (OVS) was not properly implemented by reviewed school on the day of review.	Retrain staff on the proper implementation of Offer Versus Serve. Upload agenda and sign in sheets from training as evidence of compliance.
1700 - Afterschool Snack	V-1700	Review of production records and other supporting documents indicated that the School Food Authority is not completing the production records as required for the review period and day of review.	Provide production records training to staff on how to properly complete afterschool snack production records. Upload the agenda, sign-in sheet, and completed production record for one week and one production record for the following week showing planned servings.
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Upload agenda and sign-in sheets to demonstrate compliance has been trained in the areas of proper dishwashing using a 3 compartment sink, cleaning and sanitizing of food contact surfaces, hot holding and cold time/temperature control, and cooling time/temperature control.
400 - Meal Components and Quantities - Lunch	V-0400	Review of production records and other supporting documents indicated that the School Food Authority is not completing the production records as required for the review period and day of review.	Provide production records training to staff on how to properly complete production records. Upload the agenda, sign-in sheet and completed production record for one week and one production record for the following week showing planned servings.

Site - Level Findings: Swiss Memorial Elementary (0060)

1400 - Food Safety	V-1400	Observed selected relevant 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 each type of temperature log after corrective action has occurred to demonstrate compliance with the standard operating procedure (SOP).
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Upload agenda and sign-in sheets to demonstrate compliance has been trained in the areas of proper dishwashing using a 3 compartment sink, cleaning and sanitizing of food contact surfaces, hot holding and cold time/temperature control, calibrating thermometer log, cooling time/temperature control.
1400 - Food Safety	V-1400	Observed on-site (or off site) storage violations.	Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained.