



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

January 29, 2020

Mr. Michael Swafford
Sequatchie County Schools
858 Eighth Street
Etowah, TN 37331-1110

Dear Mr. Swafford:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Sequatchie County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of January 22, 2020, with the exit date of January 24, 2020. 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 28, 2020. 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 Sequatchie County 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,

A handwritten signature in cursive script that reads "Dr. Sandy Dawes".

Sandy Dawes
State Director

Sequatchie County (770)

Review ID: 1852

Exit Conference Date: 1/24/2020

Review Year: 2019-2020

Month of Review: December

Lead Reviewer: Gary Gluch

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

RMCR - Revenue From Nonprogram Foods	V-RMCR	The adult meal price for lunch is not in compliance with FNS Instruction 782-5 Rev 1, nonpricing programs.	Increase the adult meal price charged for lunch to a minimum of \$3.90 (\$3.50 +\$0.37) using the FNS Instruction 782-5 Rev 1 guidance as demonstrated in the finding. Attach a copy of the board meeting minutes or staff communication letter regarding the adult meal price increase and a screen shot of the price change in the Point of Sale system.
1000 - Local School Wellness Policy	V-1000	There was no evidence of each school having a Healthy School Team consisting of teachers, students, parents and administrators as required by the approved Board of Education Student Wellness Policy and State Board of Education Policy.	For proof of compliance with the Board approved Student Wellness Policy and this finding, the Local Education Agency (LEA) must form a Healthy School Team, per 7 CFR 210.31, at each school and must provide support documentation in the form of agendas and sign-in sheets for. The documentation must be submitted to the school nutrition supervisor to upload in TMAC to validate the formation and establishment of the Healthy School Team.

Site - Level Findings: Sequatchie County Middle (0005)

1100 - Smart Snacks in School	V-1100	All concession stand items sold by the Middle School during school hours were not Smart Snack compliant.	Cease selling all the non-compliant food items in the concession stand and replace them with Smart Snack compliant items. It is the responsibility of the local educational agency (LEA) to ensure compliance per 7 CFR 210.11(b). For proof of compliance, have the principal/designee submit the list and pictures of the items, along with the Smart Snack Calculator documentation for all items being sold to the school nutrition supervisor to upload in TMAC.
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