



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 7, 2022

Dr. C. Jeff Perry
Hamblen County Schools
210 East Morris Boulevard
Morristown, TN 37813-0627

Dear Director Perry:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Hamblen County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of March 21, 2022, with the exit date of March 24, 2022. 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 8, 2022. 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 Hamblen 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,

Sandy Dawes
State Director
School Nutrition Program

Hamblen County (320)

Review ID: 2091

Exit Conference Date: 3/24/2022

Review Year: 2021-2022

Month of Review: January

Lead Reviewer: Frankie Norton

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

SFA - Level Findings

1000 - Local School Wellness Policy	V-1000	An assessment of the Local Wellness Policy was not conducted.	Assess the wellness policy and upload the assessment. Create a plan to ensure the wellness policy assessment is conducted on a triennial basis.
RMCR - Nonprofit School Food Svc Acct	V-RMCR	Observed a recorded expense that was unallowable.	General purpose funds must repay the school food authority account for the unallowable expense. Upload a copy of the financial report showing the funds transfer from general purpose to the SFA account.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the School Food Authority's non program revenue ratio was less than its nonprogram food cost ratio and it did not take additional steps to sufficiently increase its nonprogram food prices, add sufficient funds to its nonprofit food service account, and/or take other actions to adequately resolve the noncompliance.	Request and receive board approval to increase adult meal prices to elevate the overall nonprogram revenue so that it is equal to or higher than cost as required by United States Department of Agriculture. Upload an agenda and minutes from the board meeting where adult prices are approved to be increased.
1000 - Local School Wellness Policy	V-1000	The minimum required elements were not all included in the wellness policy. Guidelines for food and beverage marketing were not included in the policy.	Visit https://www.fns.usda.gov/tn/local-school-wellness-policy to review required content and revise the local school wellness policy to include the required content. Upload a revised copy of the wellness policy.
700 - Resource Management	V-0700	Financial report figures do not match financial figures from the auditor.	Email State Agency and ask that they revise the beginning balance on the 20-21 financial report to reflect the financial amendments made by the auditor that were not captured in the financial report. Upload a copy of the email request to State Agency asking that the financial report be revised.
800 - Civil Rights	V-0800	A procedure for receiving and processing complaints in school meal programs was not available for review.	Develop a procedure for receiving and processing civil rights complaints and upload a copy of the procedure to demonstrate compliance.
800 - Civil Rights	V-0800	School Nutrition website did not contain the appropriate United States Department of Agriculture Non-Discrimination Statement.	Update the school nutrition website to include the correct United States Department of Agriculture Non-Discrimination Statement. Upload screenshot of updated website as proof of compliance.
900 - SFA On Site Monitoring	V-0900	Observed that some on-site monitoring forms were not fully complete. Some questions were not answered.	Complete the sections of the on-site monitoring forms that were not answered. Upload the completed forms to demonstrate compliance
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented. Temperature control for safety foods were not being cooled as required the Cooling Time/Temperature Control for Safety (TCS) Foods Standard Operating Procedure. Handwashing by some staff did not meet the requirements of the Handwashing Standard Operating Procedure. The Personal Hygiene Standard Operating Procedure was not being followed by some staff who were wearing unallowable types of jewelry.	Retrain cafeteria manager and staff on the following Standard Operating Procedures: <ul style="list-style-type: none"> - Cooling Time/Temperature Control for Safety (TCS) Foods Standard Operating Procedure - Handwashing - Personal Hygiene Attach an agenda and sign-in sheets of trainees as documentation that this training has occurred Attach a completed cooling foods temperature log from each site after corrective action has occurred to demonstrate compliance with standard operating procedure (SOP).