



**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 23, 2023

Bill Hall  
Scott County Schools  
P.O. Box 37  
208 Court Street  
Huntsville, TN 37756-1405

Dear Director Hall:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Scott County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of March 20, 2023, with the exit date of March 22, 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 April 24, 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 Scott 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

**Scott County (760)**

**Review ID: 3584**

**Exit Conference Date: 3/22/2023**

**Review Year: 2022-2023**

**Month of Review: February**

**Lead Reviewer: Leslea Miller**

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

**SFA - Level Findings**

1000 - Local School Wellness Policy	V-1000	Observed 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 required content and revise the local school wellness policy to include the required content. Upload a revised copy of the wellness policy.
-------------------------------------	--------	--------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Site - Level Findings: Huntsville Elementary (0020)**

400 - Meal Components and Quantities - Breakfast	V-0400	Observed that there was no signage displayed explaining what constitutes a reimbursable breakfast.	Create breakfast signage that explains what constitutes a reimbursable breakfast. Upload a photo of signage on display on or near the serving line.
--------------------------------------------------	--------	----------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------