



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

September 5, 2019

Dr. Jack Parton
Sevier County Schools
226 Cedar Street
Sevierville, TN 37862

Dear Director Parton:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Sevier County's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 5, 2018, with the exit date of March 8, 2018. 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 has been documented and supported in the "Compliance" section in TMAC on May 4, 2018.

Upon receipt of Sevier 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,

Sandy Dawes
State Director
School Nutrition Program



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

200 - Verification	V-0200	Students' statuses were changed, the date the notice of adverse action was sent, but did not list the effective date on the letter.	Investigate whether the software settings can be updated to automatically give the student 10 days, and develop a new template that lists the effective date. Upload copy of the template that lists the effective date.
700 - Resource Management (2018)	V-0700	The SFA did not increase its paid lunch prices at the required level for '16-'17.	Raise the paid lunch meal prices to the required level. Upload documentation that paid lunch prices were raised.
100 - Certification and Benefit Issuance	V-0100	Students found in error prior to the onsite review were corrected and notified; however, families were given 15 days prior to a reduction in benefits instead of ten.	Investigate whether the software settings can be updated to automatically give the student 10 days, and develop a new template that lists the effective date. Upload copy of the template that lists the effective date.
2100 - Special Provision Options	V-2100	Both school rosters listed eligible students not originally included in the ISP. As they are already above 100% free reimbursement, it does not impact their claiming percent.	Generate and upload a direct certification roster report for January 2018, showing the correct number of identified students.
1600 - School Breakfast and SFSP Outreach	V-1600	The SFA did not inform eligible families about summer feeding sites in or near Sevier County.	Choose a medium for the distribution of information pertaining to the location and availability of summer feeding sites in or around Sevier County. Upload a copy or proof of media or advertising showing information about summer feeding.
100 - Certification and Benefit Issuance	V-0100	The application is missing a statement that any income field left blank is a positive indication of no income to report.	Create a separate, additional instruction page with this required statement for distribution with any remaining free and reduced applications this school year or update the application. Upload copy of additional instruction page or new application.
900 - SFA On Site Monitoring	V-0900	Several sites were missing edit check information on their forms. Other sites only answered one set of questions for breakfast and lunch, instead of a set for each.	Complete and upload the edit check portion of the review for Pigeon Forge Primary and Northview Academy. Complete and upload the breakfast set of review questions for Gatlinburg Pittman High.
300 - Meal Counting and Claiming	V-0300	The site application for Pigeon Forge Primary states all grades will do OVS, but the kindergarten classes were not doing OVS.	Update the site application for Pigeon Forge Primary to indicate which grade(s) are not implementing OVS.
700 - Resource Management (2018)	V-0700	Starting balance and revenues did not match the comptroller's report.	Investigate the discrepancy, and seek state agency assistance in updating the financial report.



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			Upload copy of updated financial report.
100 - Certification and Benefit Issuance	V-0100	Three applications were approved incorrectly.	Provide families notice of adverse action and change their statuses. Upload letter of adverse action and proof of status change.
1000 - Local School Wellness Policy	V-1000	There is not an assessment of the wellness policy.	Once a wellness policy is written, an assessment will need to be developed to specifically assess the goals of the wellness policy. Upload the assessment.
200 - Verification	V-0200	The verification notification letter is missing the modified Use of Information Statement. Additionally, one family submitted an application in Spanish, but all verification notification was sent in English.	Develop the verification notification template letter that will be used in school year 2018-19, including a Spanish translation. Upload both English and Spanish versions of the letter to be used in 2018-19.
200 - Verification	V-0200	The SFA directly verified three applications that were not included on the verification report.	Develop a process plan to enact in school year 2018-19 to ensure the correct number of applications are verified. Upload a copy of the plan.
1000 - Local School Wellness Policy	V-1000	The current wellness policy didn't have all of the required parts.	Update the wellness policy to include all of the required parts. Upload the updated wellness policy.
800 - Civil Rights	V-0800	The district website and the cycle menus posted online do not contain the non-discrimination statement.	Add the non-discrimination statement to the menus online and upload to TMAC.

Site - Level Findings: Gatlinburg Pittman High (0020)

1400 - Food Safety	V-1400	The SFA did not successfully implement the food safety plan. The food safety checklist was not completed as it should have been.	Complete food safety checklist per standard operating procedure. Upload food safety checklist for one week.
400 - Meal Components and Quantities - Lunch	V-0400	The chicken fajita salad did not have enough M/MA to get to a 2 oz M/MA credit. The M/MA was only 1.75 oz.	Ensure enough M/MA is used to credit 2 oz. Upload an updated recipe.
400 - Meal Components and Quantities - Lunch	V-0400	The SFA's production records did not include all of the required elements (did not specify how meals credited toward the meal pattern).	Update production records to include all of the required elements, including crediting information for meals. Upload one week of completed production records with all of the required elements.
400 - Meal Components and Quantities - Lunch	V-0400	Production records were not completed in their entirety.	Update production records to include all required components and ensure they are completed in its entirety. Upload one week of production records completed with all of the required information.



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Site - Level Findings: Northview Academy School (0030)

1100 - Smart Snacks in School (2018)	V-1100	Two of the a la carte items reviewed did not meet smart snack requirements.	Discontinue the sale of items that do not meet smart snack requirements. Upload contact with vendor requesting removal from order guide.
400 - Meal Components and Quantities - Lunch	V-0400	The chicken fajita salad did not have enough M/MA to get to a 2 oz M/MA credit. The M/MA was only 1.75 oz.	Ensure enough M/MA is used to credit 2 oz. Upload an updated recipe.
400 - Meal Components and Quantities - Breakfast	V-0400	Breakfast production records were missing key pieces of information, and were not completed in their entirety.	Update production record template or use state template. Upload one week of new, completed production records
1400 - Food Safety	V-1400	Two non-domestic items were in storage, and not on the Buy American waiver.	Obtain waiver for non-domestic items. Or consider domestic alternative. Upload waiver or proof of domestic alternative.
1400 - Food Safety	V-1400	Temperatures were missing from preparation logs, thermometers were not calibrated weekly (as per the SFA's SOP), and the food safety checklist was not completed weekly as the standard operating procedure indicated.	Record all preparation temperatures, calibrate thermometers weekly, and complete the food safety checklist, per Standard Operating Procedure. Upload preparation log, calibration log, and food safety checklist for one week.
600 - Dietary Specifications and Nutrient Analysis	V-0600	The gravy used for breakfast had trans fat.	Immediately stop using the gravy with trans fat. Upload an invoice or a picture of the actual gravy label indicating no trans fat is in the product.

Site - Level Findings: Northview Jr. Academy (0031)

1400 - Food Safety	V-1400	Two non-domestic items were in storage and not on the Buy American waiver.	Obtain waiver for non-domestic items or consider domestic alternative. Upload waiver or proof of domestic alternative.
1100 - Smart Snacks in School (2018)	V-1100	Two of the a la carte items reviewed did not meet smart snack standards.	Discontinue the sale of items that do not meet smart snack requirements. Upload contact with the vendor requesting removal from order guide.
400 - Meal Components and Quantities - Breakfast	V-0400	Breakfast production records were missing key pieces of information and were not completed in their entirety.	Update production record template or use the state template. Upload one week of new, completed production records.



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Site - Level Findings: Northview Academy School (0030)

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400 - Meal Components and Quantities - Lunch	V-0400	The chicken fajita salad did not have enough M/MA to get to a 2 oz M/MA credit. The M/MA was only 1.75 oz.	Ensure enough M/MA is used to credit 2 oz. Upload an updated recipe.
400 - Meal Components and Quantities - Breakfast	V-0400	Breakfast production records were missing key pieces of information, and were not completed in their entirety.	Update production record template or use state template. Upload one week of new, completed production records
1400 - Food Safety	V-1400	Two non-domestic items were in storage, and not on the Buy American waiver.	Obtain waiver for non-domestic items. Or consider domestic alternative. Upload waiver or proof of domestic alternative.
1400 - Food Safety	V-1400	Temperatures were missing from preparation logs, thermometers were not calibrated weekly (as per the SFA's SOP), and the food safety checklist was not completed weekly as the standard operating procedure indicated.	Record all preparation temperatures, calibrate thermometers weekly, and complete the food safety checklist, per Standard Operating Procedure. Upload preparation log, calibration log, and food safety checklist for one week.
600 - Dietary Specifications and Nutrient Analysis	V-0600	The gravy used for breakfast had trans fat.	Immediately stop using the gravy with trans fat. Upload an invoice or a picture of the actual gravy label indicating no trans fat is in the product.

Site - Level Findings: Northview Jr. Academy (0031)

1400 - Food Safety	V-1400	Two non-domestic items were in storage and not on the Buy American waiver.	Obtain waiver for non-domestic items or consider domestic alternative. Upload waiver or proof of domestic alternative.
1100 - Smart Snacks in School (2018)	V-1100	Two of the a la carte items reviewed did not meet smart snack standards.	Discontinue the sale of items that do not meet smart snack requirements. Upload contact with the vendor requesting removal from order guide.
400 - Meal Components and Quantities - Breakfast	V-0400	Breakfast production records were missing key pieces of information and were not completed in their entirety.	Update production record template or use the state template. Upload one week of new, completed production records.



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1400 - Food Safety	V-1400	Temperatures were missing from preparation logs, thermometers were not calibrated weekly, and the food safety checklist was not done weekly, as the standard operating procedure indicated.	Record all preparation temperatures, calibrate thermometers weekly, and complete food safety checklist per standard operating procedure. Upload preparation log, calibration log, and food safety checklist for one week.
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Site - Level Findings: Pigeon Forge Primary (0044)

1400 - Food Safety	V-1400	The orange juice was not domestic. The Buy American form was from 2015.	Ensure food products are domestic or included on an updated Buy American form. Upload updated Buy American form.
1400 - Food Safety	V-1400	The SFA's HACCP plan stated thermometers would be calibrated weekly, however, they are being calibrated approximately once every two months.	Follow the HACCAP plan and calibrate thermometers weekly. Upload current calibration log.
800 - Civil Rights	V-0800	Some of the classes were being separated by gender and made to sit boy/girl/boy/girl.	Allow students of the same gender to sit next to each other. Upload documentation from administration stating this practice will no longer take place.

