



**BILL HASLAM**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**CANDICE MCQUEEN**  
COMMISSIONER

January 6, 2017

Ms. Allison Leslie, Director  
Aspire Charter Schools  
3210 Ralieg Millington Road  
Memphis, TN 38128

Dear Ms. Leslie:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Aspire Charter Schools' National School Lunch Program and School Breakfast Program. This review was conducted the week of December 12, 2016, with the exit date of December 15, 2016. The 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 will 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 system improve the program. They are also available in the "Compliance" section in TMAC.

All corrective actions for Aspire Charter Schools shall be documented, supported, and listed in the "Compliance" section in TMAC no later than January 30, 2017. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. 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 Aspire Charter 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 Quache Spencer or me at (800) 354-3663.

Sincerely,

A handwritten signature in cursive script that reads "Phyllis M. Hodges".

Phyllis Hodges, State Director

**Aspire (C010)**

**Review ID: 1154**

**Exit Conference Date: 12/15/16**

Review Year: 2017

Month of Review: October

Lead Reviewer: Jasmine Taylor

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

1000 - Local School Wellness Policy	V-1000	Aspire did not have school official designated to ensure compliance with the wellness policy. The SFA did not have an assessment of their wellness policy. There must be an assessment included in the wellness policy and it needs to be in place by February 1, 2017.	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 including a school official designated to ensure compliance and a wellness assessment.  Attach the revised policy to demonstrate compliance with the minimum requirements.
1200 - Professional Standards	V-1200	The food safety training was not completed by the new school nutrition program director within 30 days of being hired. It was completed by the director on 11/28/2016.	Food safety training was completed by the director on 11/28/2016.
1600 - School Breakfast and SFSP Outreach	V-1600	Families were not informed of the availability and location of Summer Food Service Programs (SFSP) and there was no plan to inform parents of SFSP outreach. School Food Authorities (SFA) are required to conduct SFSP outreach to ensure that eligible families are informed of the availability and location of SFSP meals.	Inform students and parents of SFSP outreach opportunities by creating and distributing informational documentation.  Create and upload informational documentation regarding SFSP outreach in nearby communities to demonstrate compliance with the SFSP outreach requirement.
800 - Civil Rights	V-0800	The non-discrimination statement is not included on	Upload proof of program materials with the appropriate nondiscrimination statement

	<p>the Aspire Memphis website or the student registration form and both are visible to the public. The student handbook has the short statement, but it should have the long statement on it.</p>	<p>included on each document and provide the link to the Aspire Memphis website that includes the non-discrimination statement.</p>
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