



BILL LEE
GOVERNOR

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

LIZZETTE REYNOLDS
COMMISSIONER

January 12, 2024

Dr. Linda Cash
Bradley County Schools
800 South Lee Hwy
Cleveland, TN 37311-5653

Dear Dr. Cash:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Bradley County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of January 8, 2024, with the exit date of January 11, 2024. 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 13, 2024. 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 Bradley 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

Bradley County (060)

Review ID: 3625

Exit Conference Date: 1/11/2024

Review Year: 2023-2024

Month of Review: December

Lead Reviewer: Leslea Miller

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

RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed the adult meal price was not sufficient to cover the overall cost of the meal.	Raise the adult meal price to cover the overall cost of the meal per FNS Instruction 782-5. Upload documentation to demonstrate compliance.
100 - Certification and Benefit Issuance	V-0100	Observed an application that had income marked as weekly, and the staff verified it as monthly. Observed an application was approved based on migrant box being checked.	Correct both errors and send adverse action to families. Upload documentation.

Site - Level Findings: Hopewell (0040)

Infant and Pre-K Meal Pattern Checklist - Lunch	V-IMPCL	Observed chocolate milk was served to the PreK students in their classroom.	Begin serving only non-flavored milk to the PreK students that are not co-mingled. Upload documentation, which could be a PreK menu reflecting only non-flavored milk, production records and/or photograph of at least a week of non-flavored milk being served.
400 - Meal Components and Quantities - Lunch	V-0400	Observed there is signage, however the signage is at the end of the serving line.	Move the signage to the beginning of the serving line.

Site - Level Findings: Taylor Elementary (0070)

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.
Infant and Pre-K Meal Pattern Checklist - Breakfast	V-IMPCL	Observed the PreK are being served the K-5 menu, however the PreK are not co-mingled. Breakfast service for K-5 ended at 7:45 and PreK does not come to breakfast until 8:15.	Begin serving the PreK meal pattern. Upload a menu and supporting production records to show compliance with PreK meal pattern OR change the time the PreK come to breakfast, so they are co-mingled. Upload a schedule and also an attestation from the PreK director reflecting the changed time.

Site - Level Findings: Valley View Elementary (0075)

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.
1400 - Food Safety	V-1400	Observed on-site storage violations.	Retrain staff on proper procedures for the date marking, receiving, and storage of food in dry storage, refrigeration, and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained.