



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

November 9, 2017,

Mrs. Kristi Baird, Director
Catholic Schools of Memphis (CSOM)
61 N. McLean Blvd.
Memphis, TN 38104

Dear Mrs. Baird:

Please find attached the summary review of findings from the School Nutrition Program's 2017-18 fiscal year administrative review of CSOM's National School Lunch Program and School Breakfast Program. This review was conducted the week of October 16, 2017, with the exit date of October 19, 2017. 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 CSOM shall be documented, supported, and listed in the "Compliance" section in TMAC no later than November 17, 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 CSOM'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 closing letter review within 30 calendar days.

If you have any questions or concerns, please contact Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

Catholic Schools of Memphis (P060)

Review ID: 1384

Exit Conference Date: 10/19/2017

Review Year: 2018

Month of Review: September

Lead Reviewer: Michael Bishop

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

100 - Certification and Benefit Issuance	V-0100	There were errors in application processing. Multiple applications were incomplete.	Conduct eligibility training for all staff involved in approving free and reduced meal applications. Provide an agenda and sign in sheet as documentation that training has occurred.
700 - Resource Management	V-0700	Funds from the non-profit school food service account were used to cover meal charges deemed by the SFA to be bad debt (non-collectable).	Review the bad debt documentation with all pertinent support staff. Create a formal SFA charge policy. Upload evidence of bad debt documentation review and the SFA charge policy as documentation of compliance
700 - Resource Management	V-0700	Indirect costs were improperly charged to the SFA's nonprofit school food service account.	Provide financial documentation that shows the indirect costs as paid by non-federal funds.

Site - Level Findings: Resurrection Catholic School (0017)

1400 - Food Safety	V-1400	Temperature logs did not have the times that each temperature was taken for the food items.	Document the times that each of the food item temperatures are taken. Submit one week of correct temperature logs as proof of compliance.
300 - Meal Counting and Claiming - Lunch	V-0300	Meals were not being counted at the point of service. They were being counted before the children actually received the meal due to the procedure in place at the school. All meals must be counted upon receipt	Change the meal counting procedure to ensure that meals are counted after the student receives the reimbursable meal. Conduct a site visit to confirm that the meal counting procedure has been changed, and complete an on-site review form on the day of the site visit.

		of the reimbursable meal.	Upload a copy of the on-site review form as proof of compliance.
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Site - Level Findings: Memphis Catholic Middle School and High School (0022)

1400 - Food Safety	V-1400	The temperature logs for the week of review were not completed correctly. Each food item had two temperatures and the times listed, but the times and temperatures were both the same.	Complete temperature logs correctly by taking the time and temperature at the time the food is transported, and again at the time the food is put on the serving line. Upload one week's worth of correct temperature logs as proof of compliance.
400 - Meal Components and Quantities - Breakfast	V-0400	Breakfast signage was not available on the serving line.	Add breakfast signage to the line. Provide a picture of the signage on the line as proof of compliance.
400 - Meal Components and Quantities - Lunch	V-0400	Signage explaining what constitutes a reimbursable lunch was not available.	Add lunch signage to the serving line. Provide a picture of the signage on the line as proof of compliance.