



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

CANDICE MCQUEEN
COMMISSIONER

July 20, 2018

Ms. Mia Howard
Intrepid College Preparatory Schools
5432 Bell Forge Lane East
Antioch, TN 37013

Dear Ms. Howard:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Intrepid's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 20, 2018, with the exit date of March 23, 2018. 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 shall be documented and supported in the "Compliance" section in TMAC no later than May 11, 2018. 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 Intrepid'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,

Jody Baruth,

State Director
School Nutrition Program

Intrepid College Prep (C268)

Review ID: 1471

Exit Conference Date: 3/23/2018

Review Year: 2018

Month of Review: December

Lead Reviewer: Chris Crutcher

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

100 - Certification and Benefit Issuance	V-0100	The back-up roster was not stored in a secure location, and it identified students by eligibility status. It was observed hanging on the wall in two locations within the food preparation area. Although they were in the preparation area, one was visible from the serving line.	Remove the rosters from the wall and attain a roster that does not identify eligibility status. Upload a picture of the serving area to show the rosters have been removed and upload a roster that does not indicate status.
200 - Verification	V-0200	The SFA's notice of adverse action did not contain a statement that indicated the family could reapply at any time during the school year.	Update the adverse action template letter to include verbaige about reapplying or use state prototype. Upload a copy of the new adverse action letter to demonstrate compliance.
300 - Meal Counting and Claiming	V-0300	The approved school food authority (SFA) and state agency (SA) agreement was not followed. The approved application indicated an adult price for lunch, breakfast, and snack. However, adults are not allowed to consume these meals.	Revise the site application via TMAC to reflect current operation.

700 - Resource Management (2018)	V-0700	The program revenue and transfer-in revenue reported on the 2016-17 annual financial report to the Department of Education did not match the school food authority's (SFA) balance sheet.	Revise the 2016-17 financial report via the Tennessee: Meals, Accounting, and Claiming (TMAC) system.
800 - Civil Rights	V-0800	The January menus located on school food authority's (SFA) website did not display the required non-discrimination statement.	Update the website with new menus that are compliant with FNS instruction 113-1 and upload a copy of the same menus to demonstrate compliance.

Site - Level Findings: Independence Academy (C269)

1400 - Food Safety	V-1400	The food safety plan was not properly implemented. The standard operating procedure (SOP) for ready-to-eat (RTE) foods was not followed. Students were observed getting bagels out of a bag that contained many bagels with their bare hands.	Provide an alternate means for serving RTE foods to avoid cross contamination, such as using tongs. Upload a picture of the new procedure to demonstrate compliance.
1400 - Food Safety	V-1400	The food safety plan was not properly implemented. Thermometer temperature logs were not available for review.	Retrain staff on the thermometer calibration SOP. Upload a copy of the agenda and sign-in sheet to demonstrate compliance.
400 - Meal Components and Quantities - Lunch	V-0400	The dark green vegetable subgroup requirement was not met the week of review. Romaine lettuce was planned for the day of review and documented as such on the production records, but iceberg lettuce was served instead. No other dark green vegetable was planned for the week, preventing the dark green subgroup requirement from being met.	Communicate the importance of making proper substitutions with the food service vendor and create controls to ensure future substitutions are allowable. Upload a copy of this communication and any new procedures developed to ensure meal pattern compliance is met.

400 - Meal Components and Quantities - Lunch	V-0400	The dark green vegetable subgroup requirement was not met during the review period. The reviewed menu from the review period indicated carrots were substituted for broccoli. No other dark green vegetables were offered and the substitution caused noncompliance with the vegetable subgroup requirement.	Communicate the importance of making proper substitutions with the food service vendor and create controls to ensure future substitutions are allowable. Upload a copy of this communication and any new procedures developed to ensure meal pattern compliance is met.
900 - SFA On Site Monitoring	V-0900	The on-site monitoring requirements were not met. The monitoring form indicated noncompliance with the meal counting and claiming procedures of second meals and incomplete meals at breakfast, but no follow-up was conducted.	Conduct another review of breakfast and upload a copy of the completed monitoring form to demonstrate compliance.
900 - SFA On Site Monitoring	V-0900	The on-site monitoring requirements were not met. The readily observable general areas of review was not conducted.	Conduct a review of the readily observable general areas and upload a copy of the completed monitoring form to demonstrate compliance.