



**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 10, 2017

Dr. David Craig, Director  
King's Daughter School  
412 West Ninth Street  
Columbia, TN 38401-3105

Dear Dr. Craig:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of King's Daughters School's 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 King's Daughters School shall be documented, supported, and listed in the "Compliance" section in TMAC no later than January 31, 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 King's Daughters School'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 Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

**King's Daughters School (R420)**

**Review ID: 546**

**Exit Conference Date: 12/15/2016**

Review Year: 2017

Month of Review: November

Lead Reviewer: Peter McNeilly

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

100 - Certification and Benefit Issuance	V-0100	The SFA had not performed direct certification for the 7 day students. Applications were sent out to the families, but the applications were not returned. The SFA sent out notifications stating the student would become paid if the application was not returned, and no applications were returned to the SFA, so the SFA made the students a paid status student. The SFA should have done the direct certification download before the applications were sent out, or after the application was not returned.	<p>Complete the direct certification process for the day students starting with May, and going forward each month. Complete this to determine if the day students are directly certified.</p> <p>If any of the students are directly certified, upload the page of the direct certification list to the corrective action response.</p> <p>Put a plan in place to ensure that the direct certification process is completed monthly.</p> <p>Upload a copy of the written plan.</p>
1500 - Reporting and Recordkeeping	V-1500	The school food authority did not complete the paid lunch equity tool. They have the correct documentation needed to complete it, but they have not used it to complete the tool.	<p>Complete the paid lunch equity tool.</p> <p>Upload the completed paid lunch equity tool.</p>
300 - Meal Counting and Claiming	V-0300	The excel spreadsheet used to calculate the amount of lunches served during the month of review did not calculate the amount correctly, resulting in an under claim.	<p>Ensure the spreadsheet used for calculating the amount of meals served is calculating the amount correctly. Ensure the spreadsheet is correct for future months.</p> <p>Upload the spreadsheets for December, and the daily counts from both schools, so the</p>

			state agency can determine the amount of meals calculated by the spreadsheets is correct.
800 - Civil Rights	V-0800	The menu provided to the state agency (SA) did not have the correct civil rights statement. The school food authority did not have civil rights information posted on their website that is available to the public.	<p>Add the correct civil rights short statement to the bottom of the menus, and add the whole civil rights statement on the school website and other school nutrition related documents when applicable.</p> <p>Upload menus, fliers, or documents containing the correct short and full non-discrimination statement to demonstrate compliance.</p>

**Site - Level Findings: The King's Daughters' School - CFA (0020)**

1400 - Food Safety	V-1400	Thermometer calibration were not being performed, and thermometer calibration logs were not being kept by the SFA.	<p>Ensure thermometer calibration is being performed per the standard operating procedure (SOP) in the SFA's hazard analysis critical control points (HACCP) manual. Log when calibration is performed and when corrective action takes place.</p> <p>Upload a page of the calibration log, and thermometer calibration training agenda and sign in sheet to show compliance.</p>
1700 - Afterschool Snack	V-1700	The school food authority did not complete the after school snack monitoring form during the first 4 weeks of operation of the after school snack program.	<p>Complete the after school snack monitoring form.</p> <p>Upload the monitoring form for the completed afterschool monitoring to demonstrate compliance.</p>
400 - Meal Components and Quantities - Breakfast	V-0400	The school food authority (SFA) has been keeping documentation for nutrition information and meal crediting. However documentation did not contain all of the required information. During the review of the documentation, production records contained different crediting information than what was on the child nutrition labels, and information from the	<p>Update crediting documentation and production records to ensure the SFA is serving and crediting items correctly.</p> <p>The SFA must attend meal crediting training offered by the SA, or by completing an online course on crediting and crediting documentation offered by the child nutrition institute.</p> <p>Upload updated crediting documentation and proof of training to demonstrate compliance.</p>

		manufacture company.	
400 - Meal Components and Quantities - Lunch	V-0400	The school food authority (SFA) has been keeping documentation for nutrition information and meal crediting. However documentation did not contain all of the required information. During the review of the documentation, production records contained different crediting information than what was on the child nutrition labels, and information from the manufacture company.	<p>Update crediting documentation and production records to ensure the SFA is serving and crediting items correctly.</p> <p>The SFA must attend meal crediting training offered by the SA, or by completing an online course on crediting and crediting documentation offered by the child nutrition institute.</p> <p>Upload updated crediting documentation and proof of training to demonstrate compliance.</p>