



**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

March 1, 2024

Dr. Danny Weeks  
Robertson County Schools  
800 M.S. Coutts Boulevard  
Springfield, TN 37172-2798

Dear Dr. Weeks:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Robertson County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of February 26, 2024, with the exit date of February 29, 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 April 15, 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 of Robertson 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

**Robertson County (740)**

**Review ID: 3640**

**Exit Conference Date: 2/29/2024**

**Review Year: 2023-2024**

**Month of Review: January**

**Lead Reviewer: Sandy Dawes**

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

1000 - Local School Wellness Policy	V-1000	Local School Wellness Policy requirements not met.	Assess the wellness policy and upload the assessment. Create a plan to ensure the wellness policy assessment is conducted and who will be responsible.
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100 – Certification and Benefit Issuance	V-100	Certification and Benefit Issuance requirements are not met.	Update benefit status, effective immediately and ensure all information is entered into the system correctly. Upload a copy of the corrected benefit and household notification letter. Change the determination type of students on the benefit issuance document. Upload a corrected document to demonstrate compliance.
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