



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

August 9, 2018

Mrs. Mary Anne Chiozza
Saint Michael School
3880 Forrest Avenue
Memphis, TN 38122

Dear Mrs. Chiozza:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Saint Michael's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 9, 2018, with the exit date of April 12, 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 June 8, 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 Saint Michael'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

Saint Michaels (P680)

Review ID: 858

Exit Conference Date: 4/12/2018

Review Year: 2018

Month of Review: February

Lead Reviewer: Jane Crawford

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

700 - Resource Management (2018)	V-0700	Indirect costs without utilizing an approved formula were incorrectly charged to the nonprofit school food service account.	Reimburse the nonprofit food service account from a nonfederal source and develop an indirect cost percentage to be applied in subsequent school years, if indirect costs will continue to be assessed. Upload documentation to demonstrate reimbursement has occurred.
Resource Mgt Comprehensive Review	V-RMCRF	The starting balance from the prior school year reported to the state agency did not match the balance sheet obtained from fiscal management.	Reconcile the difference and contact the state agency to update the financial report in TMAC.

Site - Level Findings: Saint Michael's (0010)

1400 - Food Safety	V-1400	Frozen foods and fresh fruit cases were not stored six inches off the floor as indicated in the Food Safety Plan.	Store food items in freezer and storage areas six inches off the floor per the food safety plan. Take pictures of corrected storage method and upload in TMAC as proof of compliance.
1400 - Food Safety	V-1400	A review of products indicated a violation of the Buy American Provision.	Upload a copy of the completed Buy American certification form as proof of compliance.