



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

September 9, 2019

Dr. Marlon King
Fayette County Schools
10425 Hwy 76 So
Somerville, TN 38068

Dear Director King:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Fayette County's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 30, 2018, with the exit date of May 4, 2018. 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 June 25, 2018. During this timeframe, if you find 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 potential fiscal action.

Upon receipt of Fayette 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,

Sandy Dawes
State Director
School Nutrition Program

Fayette County (240)

Review ID: 856

Exit Conference Date: 5/4/2018

Review Year: 2017-2018

Month of Review: January

Lead Reviewer: Gary Gluch

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

Resource Mgt Comprehensive Review	V-RMCRF	The adult meal price charged at lunch and breakfast was not sufficient to cover the overall cost of the meal.	Notify the director of schools of the necessity to raise adult meal prices. Ask for this topic to be added as an agenda item in the next school board meeting. Upload the notification in the corrective action document.
1200 - Professional Standards	V-1200	USDA Professional Standards training hours are not tracked.	Enter all training for all employees into a tracking mechanism. Upload documentation in the Corrective Action Document.
800 - Civil Rights	V-0800	The United States Department of Agriculture (USDA) non-discrimination statement, or link, is not posted on the Fayette County Schools, Food Services website for the School Nutrition Program (SNP). The non-discrimination statement on the monthly SNP breakfast	Update the USDA civil rights statement on website and printed materials. For proof of compliance, upload in TMAC, a screen shot of the correction on the website and a corrected copy of a printed menu.

		menu is not correct.	
700 - Resource Management (2018)	V-0700	Revenues and expenses for school year 2016-2017 do not match the financial audit report.	Investigate the discrepancy to determine the variances between the 2016-2017 financial information in Tennessee Meals Accounting and Claiming (TMAC) vs. the 2016-2017 financial audit report. Notify the state agency of the differences so the appropriate adjustments can be made. Upload documentation demonstrating compliance.
1000 - Local School Wellness Policy	V-1000	The Student Wellness Board Policy does not meet the requirements of USDA's Local School Wellness Policy Final Rule.	The board policy does not address policies for food and beverage marketing and only designates responsibility for overseeing compliance with CSH standards and does not designate responsibility for the federal requirement of the Local School Wellness Policy. Complete the attached local school wellness policy template provided by USDA and upload completed document.
900 - SFA On Site Monitoring	V-0900	There were no meal counts, by category (breakfast or lunch) recorded in the meal counting review section of the on-site monitoring form for any of the schools monitored.	Revise the on-site monitoring form to include the meal counts, by category (breakfast and lunch) for all the schools monitored and upload a copy of the updated on site monitoring form for each school with the correct meal counts.
Resource Mgt Comprehensive Review	V-RMCRF	The SFA did not assess its compliance with the Revenue from Non-program Foods requirements.	Complete the attached Non-program Revenue Toolkit for one week (five-day period) in May. Upload a copy in the Corrective Action Document.
1200 - Professional Standards	V-1200	Documentation on file was not sufficient to track the training topics	Update the Professional Standards training tracker for the School Nutrition Director to include the

		and the number of training hours accumulated by the School Nutrition Director.	Professional Standards Learning Objective Codes (topics) and the amount of time trained for each topic. Upload documentation in the Corrective Action Document.
1400 - Food Safety	V-1400	A review of agricultural food components indicated a violation of the Buy American provision.	Either obtain domestic products or require the distributors to update the form to reflect current items available for purchase. Upload an invoice showing domestic products were ordered or a copy of a buy American waiver.

Site - Level Findings: West Jr. High (0090)

1700 - Afterschool Snack	V-1700	The Afterschool Snack Program was not monitored within the first 4 weeks of operation.	Review the After School Snack Monitoring Form in the attached Area Eligible After School Snack Toolkit. After review, print and sign a copy of the Monitoring Form and upload it in the Corrective Action Document.
1700 - Afterschool Snack	V-1700	Production records did not show how the food items served were credited to the after school snack meal pattern.	Revise the production records for the after school snack program to show crediting information by utilizing the menus and pull sheets to complete the production records for the week of Jan. 22-26, 2018, and upload the revised documentation as proof of compliance.

Site - Level Findings: Buckley Carpenter Elementary (0095)

1400 - Food Safety	V-1400	Food Safety requirements were not met. On-site storage violations were observed.	Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration and freezer storage. Attach agenda and sign-in sheets as proof of compliance.
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1700 - Afterschool Snack	V-1700	Production records did not show how food items contributed to the after school snack meal pattern.	Complete production records for the after school snack program, located in "Review Attachments." Use the menus and pull sheets to complete the production records for Jan. 22-26. Upload documentation in the Corrective Action Document.
1900 - Fresh Fruit and Vegetable Program (FFVP)	V-1900	The Time/Temperature Food Safety Plan is not being implemented properly.	Retrain fresh fruit/vegetable staff members regarding proper handling and storing procedures. Upload training agenda and sign-in sheet for proof of compliance.
1400 - Food Safety	V-1400	Observed staff not adhering to Standard Operating Procedures of the Food Safety Plan. The school site Food Safety Plan did not show an indication that the SOPs were being reviewed and/or revised.	Retrain cafeteria staff on safe food handling practices. Attach an agenda and signed roster of trainees as documentation that this training has occurred. The food safety plan must be reviewed and revised annually. Update dates recorded on SOP's to indicate when the procedures are reviewed and/or updated. Provide evidence that SOPs have been modified due to review and dated accordingly by uploading the signed and dated implemented/reviewed/revised pages for each SOP.