



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

March 2, 2023

Mrs. Janet Jenkins
Helen Ross McNabb-Gateway Center
3845 Holston College Rd
Louisville, TN 37777-3105

Dear Director Jenkins:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Helen Ross's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 28, 2023 with the exit date of March 1, 2023. 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 3, 2023. 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 Helen Ross'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

Helen Ross McNabb-Gateway Center (R340)

Review ID: 3585

Exit Conference Date: 3/1/2023

Review Year: 2022-2023

Month of Review: January

Lead Reviewer: Leslea Miller

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

300 - Meal Counting and Claiming	V-0300	Observed that during the review period, one site did not count meals correctly. The meal counting documentation did not match the number of meals claimed. Meals were underclaimed by eleven.	Develop and implement a counting procedure to ensure the counts are accurate. Upload a copy of the procedure.
1000 - Local School Wellness Policy	V-1000	Observed that a Local School Wellness assessment was not conducted.	Assess the wellness policy and upload the assessment. Create a plan to ensure the wellness policy assessment is conducted and who will be responsible.
1500 - Reporting and Recordkeeping	V-1500	Observed that reporting and recordkeeping requirements were not met. The annual verification report was not submitted to the state agency by the established deadline.	Develop a procedure to ensure required reports are completed and submitted to the state agency on time. Upload the procedure.

Site - Level Findings: Gateway Center (0010)

1700 - Afterschool Snack	V-1700	Observed that the School Food Authority's After School Snack Program was not monitored within the first 4 weeks of operation.	Monitor snack program and upload completed monitoring form.
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