



**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

January 31, 2023

Mr. Danny Beecham  
Henderson County Schools  
35 East Wilson  
Lexington, TN 38351-0190

Dear Director Beecham:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Henderson County Schools' National School Lunch Program and School Breakfast Program. This review was conducted the week of January 23, 2023, with the exit date of January 36, 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 February 27, 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 Henderson County Schools' documented corrective actions, 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

**Henderson County (390)**  
**Review ID: 3607**  
**Exit Conference Date: 1/26/2023**

**Review Year:** 2022-2023

**Month of Review:** December

**Lead Reviewer:** Michael Bishop

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

1000 - Local School Wellness Policy	V-1000	Observed that an assessment of the Local School Wellness Policy was not conducted.	Assess the effectiveness of the Local School Wellness Policy. Post the assessment on the district website along with the Local School Wellness Policy. Provide the website address to view the policy and assessment in the Corrective Action Document.
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	Observed that revenues and expenditures from the last three financial audit reports did not match those reported to the State Agency.	Investigate the discrepancies. Contact the state agency and request a revision to the TMAC Financial Report to reflect the current financial audit report. Upload documentation to support the revision.
1000 - Local School Wellness Policy	V-1000	Observed that the Local School Wellness Policy has not been reviewed.	Review the Local School Wellness Policy and update if necessary. Upload documentation of the review of the wellness policy. Include a copy of the wellness policy that shows the date reviewed and a signature of the reviewer.
1400 - Food Safety	V-1400	Observed that the SFA's district-wide food safety plan did not contain the required elements.	Upload a copy of a revised food safety plan. The revised plan should align with the Tennessee State Food Law and be written to include elements from the 2009 or later U.S. Food and Drug Administration Food Code.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the School Food Authority did not assess its compliance with the Revenue from Nonprogram Foods requirements.	Receive training from the Tennessee Department of Education school nutrition consultant. This training must include the use of USDA's Nonprogram Revenue Tool, processes for gathering food cost and revenue documentation to support data entered into this tool, and record-keeping processes.
900 - SFA On Site Monitoring	V-0900	Observed that on-site monitoring requirements were not met for breakfast and lunch.	Monitoring was not documented for breakfast nor completed for three sites for lunch or breakfast. General Areas of Review also were not monitored. Training from a Tennessee Department of Education school nutrition consultant regarding onsite monitoring should be received. Upload monitoring documentation to demonstrate compliance.

**Site - Level Findings: Scotts Hill High (0039)**

1100 - Smart Snacks in School	V-1100	Observed food items sold during the school day were not within the State-defined limit on fundraisers.	The Henderson County Board of Education Policy 6.411, Student Wellness addresses food sold in schools. It states that "the school principal/designee shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district." Communicate this policy and the attached State School Board Rule 0520-01-06-.04 to all school principals. Upload a copy of the communication to school principals to demonstrate compliance.
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