



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

February 15, 2023

Dr. Jonathan Kee
Huntingdon Special School District
P. O. Box 648
Huntingdon, TN 38344-0648

Dear Dr. Kee:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Huntingdon Special School District's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 6, 2023, with the exit date of February 9, 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 March 10, 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 Huntingdon Special School District's 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

Huntingdon SSD (093)

Review ID: 3610

Exit Conference Date: 2/9/2023

Review Year: 2022-2023

Month of Review: December

Lead Reviewer: Michael Bishop

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

SFA - Level Findings

100 - Certification and Benefit Issuance	V-0100	Observed that there was an application approved for free benefits rather than reduced.	Update the student's eligibility status and send the appropriate notification to the household. Provide documentation of the change and notification to demonstrate compliance. Revise the December and January claims for reimbursement to reflect the appropriate number of free and reduced meals. Provide documentation of the revision.
--	--------	--	--

Site - Level Findings: Huntingdon Middle School (0005)

1700 - Afterschool Snack	V-1700	Observed that the School Food Authority did not maintain point of service meal counts.	Meals were not counted one at a time at the point of service. Meal count documentation only showed the total number of snacks served. Re-train staff on proper meal counting procedures for After School Snacks. Upload documentation to demonstrate compliance.
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.	Complete the attached After School Snack Monitoring Form for Huntingdon Middle School and Huntingdon Primary. Upload a copy of the completed form to demonstrate compliance.