



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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PENNY SCHWINN
COMMISSIONER

April 27, 2023

Dr. Antonio Burt:
KIPP Memphis
2670 Union Avenue Extd.
Memphis, TN 38112-4430

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of KIPP Memphis National School Lunch Program and School Breakfast Program. This review was conducted the week of April 17- April 21, 2023, with the exit date of April 20, 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 May 22, 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 KIPP Memphis 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

KIPP Memphis (C290)

Review ID: 3612

Exit Conference Date: 4/21/2023

Review Year: 2022-2023

Month of Review: March

Lead Reviewer: Tami Simpson

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

1000 - Local School Wellness Policy	V-1000	1004: Observed persons who could be potential stakeholders were not notified of their ability to participate in the development, review, update and implementation of the Local School Wellness Policy.	1004-CA: Provide public announcements by website to provide an opportunity for interested persons to participate. Upload pictures, a web address or other documentation of outreach.
1600 - School Breakfast and SFSP Outreach	V-1600	1600: Observed the families were not informed of the availability of the School Breakfast Program prior to or at the beginning of the school year.	1600-CA: Create documentation to inform families of the school breakfast program. Upload documentation indicating that information was dispersed to families.
800 - Civil Rights	V-0800	800: Observed that the short Non-Discrimination Statement used rather than the long.	800-CA: Update all program materials to include the full civil rights statement. Upload documentation with updated full statement.
2100 - Special Provision Options	V-2100	Observed that the documentation provided does not support the Identified Student Percentages and claiming percentages at time of latest CEP approval. Enrollment data was used rather than attendance. The new ISP will not result in any recalculation of claims because the claiming percentage is already 100% and the ISP will increase.	Contact the state agency to have the CEP schedule modified and corrected. Provide documentation to show the correct attendance figures that should be used. Upload the communication with the state agency and data provided.
1600 - School Breakfast and SFSP Outreach	V-1600	1601, Variation 2: Observed the families were not informed of the availability and location of free meals for students via the Summer Food Service Program.	1601, Variation 1-CA: Post on the website information or other communications on how to locate summer meal sites. Upload into TMAC a sample of method used to perform outreach as documentation of compliance.

Site - Level Findings: KIPP Memphis Collegiate High School (8202)

1400 - Food Safety	V-1400	1407: Observed the SFA's food safety plan was not properly implemented in regard to temperature logs.	1408-CA: Retrain cafeteria staff on proper temperature logging procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach daily recorded cooked temperatures for one week after corrective action has occurred to demonstrate compliance with standard
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			operating procedure (SOP).
1400 - Food Safety	V-1400	1407: Observed the SFA's food safety plan was not properly implemented regarding recording of calibration of thermometers and proper glove use and handwashing procedure.	1408-CA: Retrain cafeteria staff on proper recording of logging thermometer calibration procedures, glove use, and handwashing; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a log of calibration for two weeks after corrective action has occurred to demonstrate compliance with standard operating procedure (SOP).
400 - Meal Components and Quantities - Lunch	V-0400	Observed the minimum daily quantity requirements were not met.	Retrain staff on accurate crediting and portion sizes. Upload training agenda and sign in sheet. Corrected on site so that all meals were reimbursable.
500 - Offer versus Serve	V-0500	Observed Offer Versus Serve (OVS) was not properly implemented by reviewed school on the day of review.	Retrain staff on the proper implementation of Offer Versus Serve. Upload agenda and sign in sheets from training as evidence of compliance.