



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

February 11, 2020

Director Melanie Miller
Athens City Schools
943 Crestway Dr.
Athens, TN 37303

Dear Director Miller:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Athens City's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 3, 2020, with the exit date of February 5, 2020. 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 March 6, 2020. 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 Athens City'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

Athens City (541)

Review ID: 1849

Exit Conference Date: 2/5/2020

Review Year: 2019-2020

Month of Review: December

Lead Reviewer: Randa Meade

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

800 - Civil Rights	V-0800	Although training was conducted for civil rights, there was not sufficient evidence to support that all required topics were covered.	Retrain all required civil rights topic; upload detailed agenda and sign in sheet following training.
800 - Civil Rights	V-0800	Notification of the lunch and breakfast program in the system-wide newsletter or how to use the School Cafe System did not include in the appropriate USDA short statement.	Update all program materials to include the appropriate USDA statements.
1000 - Local School Wellness Policy	V-1000	The wellness policy did not include language regarding food and beverage marketing in schools.	Update the wellness policy to include all required components, including food and beverage marketing. Upload updated wellness policy.

Site - Level Findings: Athens City Middle School (0005)

400 - Meal Components and Quantities - Breakfast	V-0400	Grab and go breakfasts included only juice on all but two days of the review month, December, therefore exceeding the requirement that no more than 50% of fruit offered at breakfast can be in the form of juice.	Adjust menu for grab and go breakfasts to ensure that not 50% of fruit available is in the form of juice. Upload updated menu.
400 - Meal Components and Quantities - Breakfast	V-0400	50 grab and go breakfasts are prepared each day. The prepped bag contains 4 oz. juice plus two other items. An additional choice of milk is available. No additional fruit is available for the grab and go breakfasts. 433 grab and go breakfasts were served during the review period that did not contain access to 1 cup of fruit.	Ensure that all servings contain all components in minimum required daily amounts. Offer an additional fruit option with grab and go breakfasts so that all children have access to 1 cup of fruit.
1400 - Food Safety	V-1400	Items were not date marked or labeled when removed from cardboard packaging in the freezer.	Retrain all staff on storage SOP, especially how to store items when removed from original packaging.
400 - Meal Components	V-0400	50 Grab and go meals were prepared for students; the meal consisted of 4 oz orange	Ensure that all points of service have access to all components in required amounts. Either add an option of whole fruit in

and Quantities - Breakfast		juice, 1 oz eq. muffin, 1 oz eq. cheese stick and an optional choice of milk. No additional fruit was available. The daily minimum serving size of one cup of fruit was not available for the grab and go meal service.	addition to pre-bagged 1/2 cup fruit or include one cup of fruit in pre-bagged meal.
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