



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 13, 2022

Dr. Annette Tudor
615 Martin Luther King Jr. Blvd
Bristol, TN 37620-2397

Dear Dr. Tudor:

Please find attached the summary review of findings from the School Nutrition Program's 2021–22 fiscal year administrative review of Bristol City Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of January 10, 2022, with the exit date of January 12, 2022. 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 January 31, 2022. 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 Bristol 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
School Nutrition Program

Bristol City (821)

Review ID: 2090

Exit Conference Date: 1/12/2022

Review Year: 2021-2022

Month of Review: December

Lead Reviewer: MarLea Finch

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

800 - Civil Rights	V-0800	Program materials did not contain the appropriate non-discrimination statement.	Add the full USDA non-discrimination statement to the Civil Rights Complaint Form and ensure the revisions to add the full USDA non-discrimination statement to the Student Handbook are on the board meeting agenda for the annual meeting.
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