



**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

December 17, 2021

Dr. David Snowden  
Franklin Special School District  
507 New Highway 96 West  
Franklin, TN 37064

Dear Dr. Snowden:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Franklin Special School District's National School Lunch Program and School Breakfast Program. This review was conducted the week of December 13, 2021, with the exit date of December 15, 2021. 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 14, 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 Franklin Special School District'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

**Franklin SSD (941)**

**Review ID: 2100**

**Review Year:** 2021-2022  
**Month of Review:** November  
**Lead Reviewer:** Lindsay Baldwin  
**Exit Conference Date:** 12/15/2021

**SFA - Level Findings**

<b>Area</b>	<b>Findings ID</b>	<b>Finding Description</b>	<b>Required Corrective Action</b>	<b>Corrective Action Response</b>
800 - Civil Rights	V-0800	803: The School Food Authority did not have a complaint procedure available for review.	803-CA: Create and upload a complaint procedure example.	