



**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

April 11, 2022

James Johnson  
STAR Academy  
3260 James Rd  
Memphis, TN 38128-5351

Dear Director Johnson:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of STAR Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 5, 2022, with the exit date of April 7, 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 May 6, 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 STAR Academy'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

**STAR Academy (C768)**

**Review ID: 2279**

**Exit Conference Date: 4/7/2022**

**Review Year:** 2021-2022

**Month of Review:** February

**Lead Reviewer:** Audra Henderson

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

800 - Civil Rights	V-0800	The School Food Authority did not have a compliant complaint procedure available for review.	Create and upload a complaint procedure process to demonstrate compliance.
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**Site - Level Findings: STAR Academy (8230)**

400 - Meal Components and Quantities - Breakfast	V-0400	Observed the minimum daily quantity requirement for fruit was not met. 1/2 cup was offered, rather than 1 cup.	Update the menus to reflect a full cup of fruit being offered each day. Upload new menus and production records showing the fruit full cup offerings, as well as fruit preparation and service amounts.
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.
1700 - Afterschool Snack	V-1700	Observed that the School Food Authority's After School Snack Program was not monitored.	Complete the monitoring form in the After School Snack Toolkit located on the School Nutrition resources website. Upload a copy of the completed form to demonstrate compliance.
1400 - Food Safety	V-1400	Observed the school reviewed did not have a written food safety plan available on site and the electronic, condensed version did not contain all required components.	Upload a copy of a revised comprehensive food safety plan to include regulatory items required by 7 CFR 210.13. Include Standard Operating Procedures, menu items grouped according to process categories, critical control points, critical control points and critical limits, monitoring procedures, corrective actions procedures, recordkeeping procedures, and periodic program review.