



**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 28, 2022

Mr. Rodney Boruff  
Sweetwater City Schools  
220 South Clark Street  
Sweetwater, TN 37874-2021

Dear Director Boruff:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of McKenzie Special Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of April 25, 2022, with the exit date of April 27, 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 June 3, 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 Sweetwater'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

**Sweetwater City (621)**

**Review ID: 2112**

**Exit Conference Date: 4/27/2022**

**Review Year: 2021-2022**

**Month of Review: March**

**Lead Reviewer: Brooke Walker-Babbs**

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

1000 - Local School Wellness Policy	V-1000	Observed potential stakeholders were not given the opportunity to review and update the wellness policy.	Create and upload a plan to ensure all potential stakeholders are aware of the ability to review and update the wellness policy.
800 - Civil Rights	V-0800	The incorrect Non-Discrimination Statement was used for the program materials.	Update all program materials and include the updated civil rights statement. Submit proof the statement has been updated.
800 - Civil Rights	V-0800	Program materials did not contain the appropriate non-discrimination statement.	Ensure that the appropriate non-discrimination statement is being used on all program materials. Upload updated copies of materials as proof of compliance.
1000 - Local School Wellness Policy	V-1000	Observed that documentation of updates or a review of the Local Wellness Policy was not available	Create and upload a plan to ensure all potential stakeholders are aware of the ability to review and update the wellness policy.

**Site - Level Findings: Sweetwater Elementary (0010)**

1400 - Food Safety	V-1400	Observed on-site storage violations. Spices and relish were out of date. Open packages stored in the freezer were not dated.	Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained.
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented. Baked beans were not cooked prior to serving.	Retrain cafeteria staff on proper cooking procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a temperature log of each type of temperature log after corrective action has occurred to demonstrate compliance with standard operating procedure (SOP).
1400 - Food Safety	V-1400	Foods from production records indicates that foods being stored were not cooled properly.	Retrain staff on proper procedures for cooling procedures. Attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a temperature log of each type of temperature log after corrective action has occurred to demonstrate compliance with standard operating procedure (SOP).