



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

April 10, 2023

Mrs. Cheryl Cole
Van Buren County Schools
293 Sparta Street
Spencer, TN 28585-0098

Dear Director Cole:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Van Buren County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of March 27, 2023, with the exit date of March 30, 2023. 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 April 28, 2023. During this timeframe, if you identify 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 fiscal action.

Upon receipt of Van Buren's documented corrective action, the Tennessee Department of Education will determine whether the documentation is complete and resolve the identified findings. 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,

Bill Byford
State Director of School Nutrition
School Nutrition Program

Van Buren County (880)

Review ID: 3594

Exit Conference Date: 3/30/2023

Review Year: 2022-2023

Month of Review: February

Lead Reviewer: Brooke Walker-Babbs

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

1200 - Professional Standards	V-1200	Observed the School Food Authority is not tracking training hours.	Immediately track previous training to establish if training requirements were met for all staff. Establish a procedure to track required training hours and upload the plan for future training. Upload procedure to demonstrate compliance.
300 - Meal Counting and Claiming	V-0300	Observed the SFA did not conduct an attendance-adjusted edit check prior to submission of the monthly claim.	Complete an attendance-adjusted edit check prior to submitting each monthly claim for reimbursement. Upload an attendance-adjusted edit check to the Review Attachments module for (insert month/year) as proof of compliance.
1600 - School Breakfast and SFSP Outreach	V-1600	Observed the families were not informed of the availability of the School Breakfast Program prior to or at the beginning of the school year.	Create documentation to inform families of the school breakfast program. Upload documentation indicating that information was dispersed to families.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the adult lunch/breakfast meal price was not sufficient to cover the overall cost of the meal.	Raise the adult breakfast meal price to cover the overall cost of the meal per FNS Instruction 782-5 or determine average meal cost data for the non-pricing district. Upload documentation to demonstrate compliance.
1000 - Local School Wellness Policy	V-1000	The minimum required elements were not all included in the wellness policy.	Visit https://www.fns.usda.gov/tn/local-school-wellness-policy to review required content and revise the local school wellness policy to include the required content. Upload a revised copy of the wellness policy.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the School Food Authority did not assess its compliance with the Revenue from Nonprogram Foods requirements.	Complete the attached Nonprogram Revenue Toolkit. Upload a copy to demonstrate compliance.

Site - Level Findings: Van Buren County High School (0035)

1400 - Food Safety	V-1400	Observed products in violation of the Buy American provision during on-site visit.	Obtain documentation from the vendor prior to receipt of a non domestic product that indicates the country of origin, pricing for domestic versus non-domestic product, and/or a statement indicating the product is not available in sufficient quantities domestically. School Food Authority is then to make the decision to receive or reject the product based on this information. Upload documentation based on the decision of the School Food Authority.
1400 - Food Safety	V-1400	Observed on-site storage violations.	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.

1700 - Afterschool Snack	V-1700	Observed that the School Food Authority's After School Snack Program was not monitored within the first 4 weeks of operation.	Complete the monitoring form in the attached After School Snack Toolkit. Upload a copy of the completed form to demonstrate compliance.
Infant and Pre-K Meal Pattern Checklist - Lunch	V-IMPCL	Observed Pre-K students receiving chocolate milk instead of plain milk.	Conduct Pre-K meal pattern training for both breakfast and lunch. Upload agenda and sign in sheet to demonstrate compliance.
Infant and Pre-K Meal Pattern Checklist - Lunch	V-IMPCL	Observed offer versus serve being implemented during meal service.	Provide training on Pre-K meal pattern and requirements. Upload agenda and sign-in sheet to demonstrate compliance.
Infant and Pre-K Meal Pattern Checklist - Breakfast	V-IMPCB	Observed Pre-K students being served juice at breakfast, lunch and snack.	Provide training to staff on Pre-K meal pattern. Upload agenda and sign-in sheet to demonstrate compliance.
1100 - Smart Snacks in School	V-1100	Observed Smart Snacks sold in the vending machines do not meet Smart Snack standards.	Demonstrate how all Smart Snacks sold in the vending machines will meet compliance. Upload Smart Snack Calculator forms that verify compliance and images of the items sold.
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Update and provide a copy of a revised comprehensive food safety plan to include the regulatory items required by 7CFR 210.13. Train staff on proper cooling procedures. Upload agenda and sign-in sheet to demonstrate compliance.
600 - Dietary Specifications and Nutrient Analysis	V-0600	Observed full-fat salad dressings being served to students.	Purchase low-fat salad dressings. Upload picture of salad dressing being served to children to demonstrate compliance.