



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

CANDICE MCQUEEN
COMMISSIONER

January 6, 2017

Dr. Sharon Lewis, Director
Alcy Academy
3335 North Old Brownsville Road
Memphis, TN 38134

Dear Dr. Lewis:

Please find attached the summary review of findings from the School Nutrition Program's 2015-16 fiscal year administrative review of Alcy Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of December 12, 2016 with the exit date of December 15, 2016. The 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 will 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 system improve the program. They are also available in the "Compliance" section in TMAC.

During the review, findings in section **300- Meal Counting and Claiming** require fiscal action. An explanation of the findings is included in the attached review summary. All corrective actions for Alcy Academy shall be documented, supported, and listed in the "Compliance" section in TMAC no later than March 15, 2017.

If you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. 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 further potential fiscal action.

Upon receipt of Alcy 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 Quache Spencer or me at (800) 354-3663.

Sincerely,

A handwritten signature in cursive script, reading "Phyllis M. Hodges".



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Phyllis Hodges, State Director

Alcy Academy (P022)

Review ID: 1152

Exit Conference Date: 12/15/2016

Review Year: 2017

Month of Review: September

Lead Reviewer: Jane Crawford

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

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| 1000 - Local School Wellness Policy | V-1000 | <p>The Alcy Academy Wellness policy did not contain the minimum requirements.</p> <p>The current policy must include the following: Goals for nutrition education, physical activity, another school-based activities promoting student wellness. Nutrition guidelines for all foods available in the school Community involvement in the development of the wellness policy including parents, students, staff, school board members, school administrators and the public Implementation plan for the policy with one person appointed to be responsible for the wellness policy being followed</p> | Develop and upload a Local Wellness policy that meets the current federal requirements. |
| 1000 - Local School Wellness Policy | V-1000 | Local wellness policy must be made available to the public through social media, posting on the school website or another method to reach those outside of the school. Alcy had not made their Local | <p>Post the Local Wellness Policy in a way that is available to the public so they can participate in the school Wellness Program.</p> <p>Upload documentation of how and where the policy was made publicly available to demonstrate compliance.</p> |

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| | | Wellness Policy available to the general public as required. | |
| 1000 - Local School Wellness Policy | V-1000 | There is no documentation of updates of review of the Local Wellness Policy for Alcy Academy. | <p>Upload documentation of the Local Wellness Policy review and updates required to meet the federal requirements of the policy.</p> <p>Upload a copy of review team meeting agenda and attendance with the updated policy developed.</p> |
| 1000 - Local School Wellness Policy | V-1000 | Persons who could be potential stakeholders were not notified of their ability to participate in the development review, update and implementation of the Local School Wellness Policy. | <p>Provide public announcements by social media, website, church bulletin boards or other media to provide an opportunity for interested persons to participate.</p> <p>Upload pictures, a web address or other documentation of outreach to stakeholders.</p> |
| 1000 - Local School Wellness Policy | V-1000 | The Local Wellness policy provided does not meet the current federal requirements. The only areas addressed are physical activities to be provided at Alcy Academy. | <p>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.</p> <p>Attach the revised policy to demonstrate compliance with the minimum requirements.</p> |
| 300 - Meal Counting and Claiming | V-0300 | Alcy Academy set meal pricing for adult meals at \$3.25 for lunch and breakfast as \$2.25 in their application. Alcy has not charged adults for meals served. Alcy did not provide revenue back to nonprofit school food service account when the meals were provided at no cost to staff. | <p>Collect the adult meal price established in the school nutrition program application or provide allowed non-federal revenue. Either option must be paid to the nonprofit school food service account to cover the cost of adult meals provided.</p> <p>Upload documentation of revenue generated or paid by Alcy from allowable sources, and payment made to Shelby County schools for adult meals for the month of December. This documentation could be from the general ledger or computer accounting system.</p> |
| 700 - Resource Management | V-0700 | There was a difference in the starting balance and revenue | Investigate the discrepancy and provide a detailed explanation for the differences in carry |

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| | | received between Alcy's profit and loss statement at year close and the school nutrition financial report entered in Tennessee Meal Accounting and Claiming (TMAC). Private audit of the School Nutrition program was not available for comparison. | over and revenues received. |
| 700 - Resource Management | V-0700 | Meals were provided to school staff when there are "leftover" meals after all students were served. The only revenue to cover the cost of the meals provided came from the reimbursement claimed from qualified student meals served according to the records available. Food and Nutrition Services (FNS) Instruction 782-5 Rev. 1 specifies that school food authorities must, to the extent possible, ensure that the federal reimbursements, children's payments, and other non-designated nonprofit food service revenues do not subsidize program meals served to adults. Adult meals are to be funded at the cost of a free meal reimbursement plus commodity value (if received) from a nonfederal source. | Develop a policy and procedure to provide adult meals within the guidelines of FNS 782 -5 rev. 1. Demonstrate compliance by providing policy and procedure for adult meal pricing. Upload policy, procedure, and copy of general ledger showing funds made available as revenue to the School Nutrition program nonprofit account to cover the adult meals served. |
| Resource Management Comprehensive Review | V-RMCRF | Alcy Academy did not calculate the required cost to provide adult meals at no cost to staff. Meals were paid from the School food service nonprofit account from proceeds from the reimbursement claim. Adult | Provide funds into the SNP nonprofit account from a nonfederal source to cover the cost of adult meals served. Provide documentation demonstrating funds deposited into the SNP nonprofit account to cover the invoice for adult meals at the required rate stated in the finding. |

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| | | meals are to be funded at the cost of a free meal reimbursement plus commodity value (if received) from a nonfederal source. | |
| Revenue from Nonprogram Foods Testing Chart | V-NPFTC | Alcy Academy did not maintain a count of adult meals served in addition to not collecting funds to cover the cost of providing adult meals at no cost. | <p>Develop a counting method to record the number of adult meals. Utilize these numbers to check the Shelby County school (SCS) invoice for meals served to adults.</p> <p>Provide nonfederal revenue to cover the cost in accordance with Food And Nutrition Services (FNS) 782-1 rev.5 for adult meals served.</p> <p>Upload documentation of adult meal counts, invoice from SCS matching the number counted by Alcy Academy, and general ledger entries showing nonfederal funds provided to cover the cost of the meals served to staff and payment to SCS for the invoiced meals.</p> |
| Revenue from Nonprogram Foods Testing Chart | V-NPFTC | Alcy Academy did not maintain counts of the adult meals served, and does not provide nonfederal revenue to cover the cost of the adult meals. | <p>Develop a policy and procedure for counting meals, making payment for adult meals provided to staff at no cost with funds other than the federal reimbursement for qualified children's meals.</p> <p>Upload a copy of the policy, procedure, revenue record of funds other than federal funds used to cover the adult meals and appropriate payment as documentation of correction.</p> |

Site - Level Findings: Alcy SDA Junior Academy (9320)

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| 300 - Meal Counting and Claiming - Breakfast | V-0300 | Meals claimed at breakfast for the month of September were incorrectly totaled including an error in claiming one day's meal count twice in the month. Two count sheets were used to check meal counts, and those sheets did not match. This resulted in an over claim of meals for breakfast. | <p>Develop a method to accurately count and total each day's meals at the final point of service. Create a sheet to total monthly meals served.</p> <p>Provide uploads of the tally sheets, method of totaling the meals served daily and monthly, and the reimbursement claim as entered for January's claim for reimbursement as documentation of correction.</p> |
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| <p>300 - Meal Counting and Claiming - Lunch</p> | <p>V-0300</p> | <p>Meals claimed at lunch were incorrectly totaled for the month of September including an error in claiming one day's meal count twice in the month. Two count sheets were used to check meal counts, and those sheets did not match. The errors in totaling the meals resulted in an under claim of meals for lunch.</p> | <p>Develop a method to accurately count and total each day's meals at the final point of service. Create a sheet to total monthly meals served.</p> <p>Provide uploads of the tally sheets, method of totaling the meals served daily and monthly, and the reimbursement claim as entered for January's claim for reimbursement as documentation of correction.</p> |
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