



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

November 9, 2017

Mr. Jerry Levensgood, Director
Rhea County Schools
305 California Avenue
Dayton, TN 37321-1599

Dear Mr. Levensgood:

Please find attached the summary review of findings from the School Nutrition Program's 2017-18 fiscal year administrative review of Rhea County's National School Lunch Program and School Breakfast Program. This review was conducted the week of October 23, 2017, with the exit date of October 26, 2017. 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.

All corrective actions for Rhea County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 15, 2017. During this timeframe, 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 potential fiscal action.

Upon receipt of Rhea County'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 closing letter review within 30 calendar days.

If you have any questions or concerns, please contact Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

Rhea County (720)

Review ID: 782

Exit Conference Date: 10/26/2017

Review Year: 2018

Month of Review: September

Lead Reviewer: Chris Crutcher

Area	Findings ID	Finding Description	Required Corrective Action
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Site - Level Findings: Spring City Elementary (0040)

1400 - Food Safety	V-1400	Cooling logs for selected dates were available for review but did not demonstrate compliance. The last temperature recorded for hot foods did not indicate temperatures reached 41 degrees or below before foods were frozen for use at a later time.	Retrain cafeteria staff on the proper cooling process of hot foods. Upload an agenda and sign-in sheet to demonstrate that the training has occurred.
1400 - Food Safety	V-1400	Receiving logs for selected dates were not available for review.	Retrain cafeteria staff on the proper process of receiving food. Upload an agenda and sign-in sheet to demonstrate that the training has occurred. Also, upload a receiving log covering at least two weeks from any point after corrective action has occurred.

Site - Level Findings: Rhea Middle School (0070)

300 - Meal Counting and Claiming - Breakfast	V-0300	Instead of students entering their PIN, an electronic counter was used to expedite service time. The electronic counts do not transfer to the point of sale, so they have to be entered manually. The breakfast counts for September 8 did not appear on any meal count reports and were not claimed for reimbursement. This resulted in an under claim of 331 meals.	Consult with the POS vendor about integrating the electronic counting system with the meal counting reports to eliminate manual input or create stronger internal controls to ensure counts are reported accurately. Upload confirmation from the vendor that a fix is in place or upload a procedure to demonstrate that stronger controls are in place.
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