



BILL LEE
GOVERNOR

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

LIZZETTE REYNOLDS
COMMISSIONER

December 8, 2023

Mrs. Meredith Arnold
Claiborne County Schools
1403 Tazewell Road
Tazewell, TN 37879-3636

Dear Mrs. Arnold:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Claiborne County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of December 4, 2023, with the exit date of December 6, 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 January 12, 2024. 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 Claiborne 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 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

Claiborne County (130)

Review ID: 3622

Exit Conference Date: 12/6/2023

Review Year: 2023-2024

Month of Review: October

Lead Reviewer: Leslea Miller

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

1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Retrain cafeteria managers on Cooling and Storage standard operating procedures. Attach an agenda and sign-in sheets as evidence of compliance.
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Site - Level Findings: Claiborne High School (0110)

300 - Meal Counting and Claiming - Breakfast	V-0300	Observed meal counts for one group of students, taken by roster, were counted on the clicker before the students received them.	Train cafeteria staff and staff picking up meals to be served in the classroom on proper counting claiming procedures. Upload a copy of the agenda and roster as evidence of compliance.
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Site - Level Findings: Tazewell - New Tazewell Elementary (0117)

400 - Meal Components and Quantities - Breakfast	V-0400	Observed that there was no signage displayed explaining what constitutes a reimbursable breakfast on one serving line.	Upload a photo of signage on display on or near the serving line.
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