



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

July 3, 2018

Mr. Clint Baker
Meigs County Schools
345 N. Main Street
Decatur, TN 37322

Dear Director Baker:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Meigs County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 27, 2017, with the exit date of November 29, 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 shall be documented and supported in the "Compliance" section in TMAC no later than January 19, 2018. 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 Meigs 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,

Jody Baruth,

State Director
School Nutrition Program

Meigs County (610)

Review ID: 801

Exit Conference Date: 11/27/2017

Review Year: 2018

Month of Review: October

Lead Reviewer: Cindy Cooper

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

100 - Certification and Benefit Issuance	V-0100	There were two applications approved incorrectly. One was approved as reduced that should have been denied. One was approved as free that should have been approved as reduced.	Approve all applications correctly. Correct the household status of the two incorrect applications, and submit the notification letters to each household. Upload in TMAC copies of each notification letter.
800 - Civil Rights	V-0800	The notification of benefits letter and the direct certification notification letters contained the wrong non-discrimination statement.	Update the notification letters with the correct nondiscrimination statement. Upload copies of the corrected letters to TMAC.

Site - Level Findings: Meigs High School (0025)

1400 - Food Safety	V-1400	There were not any cooling logs available.	Complete cooling logs for all hot leftover food items. Record the food item, date, times, temperatures and any corrective actions that may occur during the cooling process. Document if the leftover food items are discarded. Upload a copy of the December cooling log in TMAC.
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