



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

February 9, 2024

Mr. Brian Hutto
Lebanon Special School District
397 North Castle Heights Avenue
Lebanon, TN 37087-2209

Dear Mr. Hutto:

Please find the attached summary review of findings from the School Nutrition Program's 2023-2024 fiscal year administrative review of Lebanon Special School District's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 5, 2024, with the exit date of February 8, 2024. 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 March 9th, 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 Lebanon Special School District'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

Lebanon SSD (951)

Review ID: 3603

Exit Conference Date: 2/8/2024

Review Year: 2023-2024

Month of Review: December

Lead Reviewer: Gary Gluch

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

100 - Certification and Benefit Issuance	V-0100	Observed a household application was approved with the correct benefit, however it was missing an adult signature.	For proof of compliance, upload the application with the parents' signature.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the School Food Authority's revenue ratio was less than its food cost ratio. It did not take additional steps to sufficiently increase its nonprogram food prices, add sufficient funds to its nonprofit food service account, and/or take other actions to adequately resolve the noncompliance.	Upload documentation showing that actions were taken to sufficiently increase the nonprogram food prices by increasing Adult Lunches to \$5.00, School Employees to \$4.50, Additional Entree's to \$3.00 and Additional Milk to \$0.75

Site - Level Findings: Byars Dowdy Elementary (0005)

1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Retrain staff on the proper holding and reheating temperatures for foods. Upload the agenda and sign-in sheets of trainees as documentation that this training has occurred. .
1400 - Food Safety	V-1400	Observed the thermometer calibration section of the food safety plan was not properly implemented.	Retrain staff on proper procedures for the proper calibrating of thermometers. Upload agenda and sign-in sheets to demonstrate compliance has been trained.

Site - Level Findings: Jones Brummett Elementary (0012)

500 - Offer versus Serve	V-0500	The leftover food returned to the cafeteria when compared with the meal counting documentation entered by each teacher in Skyward was not reasonably comparable to the meals served on the day of review.	Retrain teachers and educational aides administering breakfast in the classroom on proper offer versus serve procedures, including recognizing a reimbursable meal. Develop and implement a sound tracking mechanism to support meal reconciliation each day. Upload a copy of the training agenda, roster of attendees and a completed meal reconciliation form for one week to demonstrate compliance.
1400 - Food Safety	V-1400	Observed staff not properly following the handwashing SOP.	Retrain cafeteria staff on proper handwashing procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred.
300 - Meal Counting and Claiming - Breakfast	V-0300	Observed meals entered into the electronic POS before the students received them.	Implement a meal counting system that will result in correct meal counts for Pre-K, Early Intervention, CDC and Alternate classrooms which will include a plan for monitoring the system for accuracy. Train cashier staff on proper counting and claiming procedures using the meal counting system. Maintain training agenda and dated sign-in sheet. Upload a copy of the monitoring plan, training agenda and sign-in sheet as proof of compliance.
1400 - Food Safety	V-1400	Observed on-site storage violations with inconsistent dating of items received in the dry storage, walk-in refrigerator and walk-in freezer.	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.
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