



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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LIZZETTE REYNOLDS
COMMISSIONER

April 3, 2024

Mr. Ricky Inman
Wayne County Schools
419 South Main Street
Box 658
Waynesboro, TN 38485

Dear Mr. Inman:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Wayne County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of March 18, 2024, with the exit date of March 22, 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 June 30, 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 of Wayne 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,

Joshua Nunnally
State Director of School Nutrition
School Nutrition Program

Wayne County (910)

Review ID: 3633

Exit Conference Date: 3/22/24

Review Year: 2023-2024

Month of Review: February

Lead Reviewer: Brittany Nikolich

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

RMCR - Revenue From Nonprogram Foods	V-RMCR	Teacher meal prices were less than required amount for non-pricing school based on adult meal price formula of free reimbursement plus commodity value.	Increase adult meal prices to be equal to or greater than the value of the free reimbursement rate plus the commodity value.
800 - Civil Rights	V-0800	The SFA published a public release, but it was not updated when CEP was implemented mid-year.	Update the published public release to reflect that meals are now available to all students at no cost. Upload documentation and provide a link of the updated public release on the website.
RMCR - Revenue From Nonprogram Foods	V-RMCR	The SFA did not assess compliance with the revenue from non-program foods requirements.	Assess compliance with revenue from non-program foods. Upload the completed non-program revenue tool. If the program is not in compliance with revenue from non-program foods, adjust pricing so that the program will meet non-program revenue requirements.
300 - Meal Counting and Claiming	V-0300	The Waynesboro Middle School site application indicated that the Afterschool Snack Program would be operated, however, the school is not offering a snack.	Update the application to remove snack at the middle school. Create and upload a standard operating procedure to ensure that all site applications are completed accurately.
1000 - Local School Wellness Policy	V-1000	The local wellness policy does not include all required elements.	Update wellness policy to meet all requirements; upload a copy of the updated wellness policy.
RMCR - Nonprofit School Food Srvc Acct	V-RMCR	Observed that records to identify the source and use and funds were not readily available. Although documentation was found to support the TMAC financial report, it had to be generated by the bookkeeper at request of reviewers onsite.	Recommend developing a comprehensive financial management tracking process to include all monthly expenditures and revenues including commodity funds, grants, and USDA reimbursements. Recommend monthly meetings with bookkeeper to review program finances.
2100 - Special Provision Options	V-2100	The SFA implemented mid-year CEP, but did not communicate to each school's administration to not provide school meal applications to students and families.	Provide communication to administration at school sites regarding the availability of school meal applications. Upload documentation of communication.

Site - Level Findings: Waynesboro Elementary (0040)

1400 - Food Safety	V-1400	The food safety inspection report was available not posted in a publicly visible location.	Post the most recent food safety inspection in a publicly visible location. Upload documentation to show the food safety inspection has been posted.
600 - Dietary Specifications and Nutrient Analysis	V-0600	The SFA provided a nutrient analysis along with required review documentation. The nutrient analysis indicated that for the review week the average number of daily calories was 703, whereas the allowed range is 600-650.	Update the planned and offered menu to meet the required calorie range. Upload an updated nutrient analysis to demonstrate compliance with dietary specifications.
1400 - Food Safety	V-1400	Observed food items stored in freezers and walk-in coolers not date marked. On-site HACCP SOP for Date Marking Ready to Eat Foods states "The best practice for a date marking system would be to include a label with the product name, the day or date, and tie it is prepared or opened. Label ready-to-eat, time/temperature control for safety foods that are prepared on-site and held for more than 24 hours. Label any processed, ready-to-eat, time/temperature control for safety foods when opened, if they are to be held for more than 24 hours". Observed staff food shelf in cooler with opened individual milk carton being stored directly on shelf above RTE foods. Staff foods not stored in hotel pan to prevent cross-contamination of RTE foods.	Provide training on date-marking items and food storage. Upload sign-in sheet from training that documents employees in attendance. Put personal staff items on staff shelf in walk-in cooler in hotel pan. Upload picture of this once it is completed.

Site - Level Findings: Waynesboro Middle (0045)

1400 - Food Safety	V-1400	Observed temperature logs for review period and day of review showing pass-thru cooler frequently at 42 degrees F. Per HACCP SOP, refrigerators should maintain a temperature at 41 degrees or below. Observed thermometer on milk cooler on serving line was broken. The interior thermometer on the same milk cooler was also not accurate. Milk was within required temperature range for refrigerated storage, but thermometer needs replacement to ensure food safety.	For milk cooler on serving line, replace thermometer and submit 1 week of temperature logs for milk cooler. For pass-thru cooler, repairs need to be made to ensure proper holding temperatures. Once repairs are made, please upload documentation of repair/maintenance request. Please upload temperature logs for one week for reach-in cooler once repaired.
1400 - Food Safety	V-1400	Observed dented #10 cans of mandarin oranges were not in separate storage area in dry storage room with the rest of the dented cans. School's HACCP SOP specifies that damaged items should be stored separately.	Train/review storage SOP with staff and upload training sign-in sheet to confirm staff have reviewed the SOP.
400 - Meal Components and Quantities - Lunch	V-0400	Bottled water was available in the milk cooler at the beginning of the lunch service which could indicate that water was available in place of milk.	Remove water from the milk cooler and make available at the cash register for a la carte sales. This was observed as corrected on-site.