



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

January 12, 2024

Mr. Jeff Cupples
Weakley County Schools
8319 Hwy 22, Suite A
Dresden, TN 38225-2416

Dear Mr. Cupples:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Weakley County Schools' National School Lunch Program and School Breakfast Program. This review was conducted the week of January 8, 2024, with the exit date of January 11, 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 February 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 of Weakley 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

Weakley County (920)

Review ID: 3648

Exit Conference Date: 1/11/2024

Review Year: 2023-2024

Month of Review: November

Lead Reviewer: Audra Barron

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

1600 - School Breakfast and SFSP Outreach	V-1600	Observed that families were not informed of the availability and location of free meals for students via the Summer Food Service Program.	Post on the website information or other communications on how to locate summer meal sites. Put the link for the website with the summer meal information as documentation of compliance.
100 - Certification and Benefit Issuance	V-0100	Observed that there were students approved as direct certification but documentation did not support the determination.	Change the incorrect determination type for students in the POS and on the benefit issuance document. Upload a corrected document to demonstrate compliance.

Site - Level Findings: Martin Elementary (0035)

1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Retrain staff on date marking and jewelry SOPs to ensure that staff are adhering to the HACCP plan. Upload a copy of the training agenda and sign in sheet.
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Site - Level Findings: Sharon School (0060)

400 - Meal Components and Quantities - Breakfast	V-0400	Pre-K meals are served in the classroom by classroom staff members. One pre-K classroom did not include the fruit component with breakfasts served to the students. The teacher reported that the fruit component was saved and provided to students later in the day as a snack.	Retrain teachers participating in breakfast in the classroom on reimbursable meals and meal counting. Provide an agenda and sign in sheet.
1400 - Food Safety	V-1400	The storage requirements were not implemented according to the written food safety plan.	Retrain staff on proper storage requirements. Upload an agenda and sign in sheet.