



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

February 22, 2019

Mr. David Duncan
Hollow Rock-Bruceton Special Schools
29590 Broad Street
Bruceton, TN 38317

Dear Director Duncan:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Hollow Rock-Bruceton's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 22, 2019, with the exit date of January 24, 2019. The summary includes the identified findings and the corrective actions required.

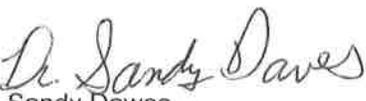
District responses and supporting documentation of corrective actions are required for all findings, and findings must be corrected district wide. The School Nutrition Program director will provide the responses to the findings via the Tennessee: Meals, Accounting, and Claiming (TMAC) system in the "Compliance" 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.

During the review, a finding in section **2100: Special Provision Options** requires fiscal action due to a change in the community eligibility claiming percentage. More details about this action will be forthcoming once corrective action is complete. All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than February 25, 2019. 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 further potential fiscal action.

Upon receipt of Hollow Rock-Bruceton'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,


Sandy Dawes
State Director
School Nutrition Program

Hollow Rock Bruceton SSD (092)

Review ID: 1049

Exit Conference Date: 1/24/2019

Review Year: 2019

Month of Review: December

Lead Reviewer: Audra Henderson

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

1400 - Food Safety	V-1400	The food safety plan did not contain all required elements. Standard operating procedures (SOP) for food storage, and transporting foods to the classroom were not available for review.	Modify the food safety plan to include standard operating procedures related to food storage and transporting food, specifically addressing breakfast in the classroom and PreK lunch. Train staff on the new SOPs, upload the modified food safety plan, and documentation demonstrating the training occurred.
2100 - Special Provision Options	V-2100	On-site documentation did not support the state approved identified student percentage (ISP). The number of identified students used in the ISP reported to the state agency did not include all eligible students.	Request the state agency to modify the ISP in the claiming system and upload documentation to support the change.
700 - Resource Management	V-0700	2017-18 annual revenue was not tracked accurately. The annual revenue reported to the state agency did not match the comptroller's annual financial report.	Investigate the discrepancy and upload documentation that reflects the difference. Also, contact the state agency and request applicable revisions.

Site - Level Findings: Central High School (0010)

1100 - Smart Snacks in School	V-1100	Smart snacks requirements were not met. Items sold in vending machines during the school day did not meet smart snack guidelines.	Remove non-compliant snack items from vending machines and upload a picture of the machine demonstrating that non-complaint snacks were removed.
1400 - Food Safety	V-1400	Food safety requirements were not met. There was no agenda or sign in sheet documenting staff had been trained on food safety.	Conduct food safety training with all staff, and upload the agenda and roster of attendees to demonstrate compliance.
1400 - Food Safety	V-1400	Food safety requirements were not met. Milk crates were directly stored on the floor and not elevated at a minimum of six inches off the floor.	Move all items on the cooler floor to the six inch minimum elevation. Upload a photo of the cooler with items stored properly.