



**BILL HASLAM**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**LYLE AILSHIE**  
INTERIM COMMISSIONER

January 31, 2019

Ms. Kris McAskill  
Houston County Schools  
6420 Highway 13  
Erin, TN 37061

Dear Director McAskill:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Houston County's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 14, 2019, with the exit date of January 16, 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.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than February 22, 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 potential fiscal action.

Upon receipt of Houston 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,

  
Sandy Dawes  
State Director  
School Nutrition Program

**Houston County (420)**

**Review ID: 1044**

**Exit Conference Date: 1/16/2019**

Review Year: 2019

Month of Review:

Lead Reviewer: Lindsay Baldwin

Area	Findings ID	Finding Description	Required Corrective Action
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**Site - Level Findings: Houston County High School (0013)**

1400 - Food Safety	V-1400	Onsite storage violations were observed. Raw meat in the freezer was not labeled or dated.	Label and date raw meats as directed in the food safety manual, and upload a picture after corrections were made to demonstrate compliance.
400 - Meal Components and Quantities - Breakfast	V-0400	Signage explaining what constitutes a reimbursable breakfast to students was not available.	Develop and place breakfast signage on or near the serving line. To demonstrate compliance, upload a picture of the breakfast signage after it has been added to the line.