



BILL HASLAM
GOVERNOR

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

CANDICE MCQUEEN
COMMISSIONER

November 10, 2017,

Dr. Charles Edmonds, Director
Jefferson County Schools
P.O. Box 190
1221 Gay St
Dandridge, TN 37725-0190

Dear Dr. Edmonds:

Please find attached the summary review of findings from the School Nutrition Program's 2017-18 fiscal year administrative review of Jefferson County's National School Lunch Program and School Breakfast Program. This review was conducted the week of October 23, 2017, with the exit date of October 26, 2017. 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 for Jefferson County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than January 1, 2018. 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 Jefferson 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 closing letter review within 30 calendar days.

If you have any questions or concerns, please contact Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

Jefferson County (450)

Review ID: 843

Exit Conference Date: 10/26/2017

Review Year: 2018

Month of Review: September

Lead Reviewer: Audra Henderson

| Area | Findings ID | Finding Description | Required Corrective Action |
|-------------|--------------------|----------------------------|-----------------------------------|
|-------------|--------------------|----------------------------|-----------------------------------|

SFA - Level Findings

| | | | |
|--|--------|--|--|
| 100 - Certification and Benefit Issuance | V-0100 | Denied benefit letters did not have a statement regarding reapplying for benefits. | Correct denied benefits letter to include information on reapplying for benefits. |
| 1000 - Local School Wellness Policy | V-1000 | All required elements were not included in the current wellness policy. | Update the policy to include all required elements and upload the correction policy. |
| 1000 - Local School Wellness Policy | V-1000 | There was no documentation of the review and update of the Wellness Policy. | Provide agendas and sign in sheets from policy committee meetings to support the annual review and/or updates. |
| 1000 - Local School Wellness Policy | V-1000 | Documentation of assessment results to the public were not available. | Provide agendas and sign in sheets of policy committee meetings and/or board meetings where assessment results have been shared with the public. |
| 800 - Civil Rights | V-0800 | The short non-discrimination statement on menus was not correct. | Update menus using the correct short statement. Upload menu. |

Site - Level Findings: Piedmont Elementary (0035)

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| 400 - Meal Components and Quantities - | V-0400 | The soy milk provided to one student did not contain the minimum amount of required | Procure a milk substitute that contains the minimum amount of required nutrients. |
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Department of
Education

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|-------|--|------------|-----------------------------|
| Lunch | | nutrients. | Upload the nutrition label. |
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