



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

December 19, 2016

Mr. Barry Smith, Director
Smith County Schools
126 Smith Co. Middle School Lane
Carthage, TN 37030-1879

Dear Mr. Smith:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Smith County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 28, 2016, with the exit date of December 1, 2016. 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 Smith County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than January 19, 2017. 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 Smith 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 Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

Smith County (800)

Review ID: 535

Exit Conference Date: 12/1/2016

Review Year: 2017

Month of Review: October

Lead Reviewer: Cindy Cooper

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

100 - Certification and Benefit Issuance	V-0100	One income application was approved as free that should have been reduced. The district found the error prior to the on-site review and modified all of the claims for reimbursement. There will be no fiscal action.	Ensure that all income applications are approved correctly.
Resource Management Comprehensive Review	V-RMCRF	The district charged \$1.25 for the adult breakfast. The district conducted universal free student breakfast (non-pricing). The district did not set the adult price at the free reimbursement rate, and there was not any costing data to support the price charged for the adult breakfast.	Adjust the adult breakfast meal price to at least the amount received for the student free reimbursable rate, or conduct a costing analysis to justify the adult meal price. Submit a plan that includes the new price and the date the new adult breakfast price will be in effect, or submit the cost analysis documentation that shows all costs associated with the adult meal are covered.

Site - Level Findings: Forks River Elementary (0020)

1100 - Smart Snacks in School	V-1100	Foods sold to students during the school day did not meet the Smart Snack standards. Out of the random selection chosen from the school vending machines, two of the items were non-compliant (a cracker and a chip).	Discontinue selling the non-compliant food items in the vending machines, and replace them with Smart Snack compliant options. Submit the list of items and the Smart Snacks calculator summary documentation for all the items being sold in the vending machine. Submit a picture of the items in the vending machine.
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Site - Level Findings: Gordonsville Elementary (0030)

1100 - Smart Snacks in School	V-1100	Foods and beverages sold to students during the school day do not meet Smart Snack standards. The list of food and beverage items sold on the Parent-Teacher Organization's (PTO) snack cart (as provided by the principal) were not Smart Snack compliant.	<p>Discontinue selling all non-compliant food and beverage items sold to students during the school day, and replace with Smart Snack compliant items.</p> <p>Submit the list of items and the Smart Snacks calculator summary documentation for all the items being sold on the PTO cart.</p>
800 - Civil Rights	V-0800	Students were being segregated by gender during meal service. Local education agencies are not permitted to separate children on any protected basis (gender) during the service of program meals or snacks, in keeping with federal non-discrimination laws and policies as outlined for the Department of Agriculture (USDA) programs in 7 CFR part 15, 15a, and 15b.	<p>Cease segregating students by gender during meal service. Allow students to sit next to a child of either gender of their choosing.</p> <p>Submit a signed statement from the director of schools indicating that this procedure has been stopped. Retrain the principals on allowable meal time seating models, and submit the training agenda and sign in sheet.</p>