



**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

April 7, 2017,

Mr. Jonathan Creswell, Director  
Milan Special School District (SSD)  
1165 South Main Street  
Milan, TN 38358-2725

Dear Mr. Creswell:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Milan SSD's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 13, 2017 with the exit date of March 17, 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 Milan SSD shall be documented, supported, and listed in the "Compliance" section in TMAC no later than May 1, 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 Milan SSD'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

**Milan SSD (272)**

**Review ID: 581**

**Exit Conference Date: 3/17/2017**

Review Year: 2017

Month of Review: February

Lead Reviewer: Betty Turnbow

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

100 - Certification and Benefit Issuance	V-0100	Certification and benefit issuance requirements were not met on four applications. One application was approved incorrectly. One application had missing information and two other benefit issuance errors were noted.	Corrections were made to the application and status change has been entered into the POS according to the appropriate effective date.  Upload benefit issuance document section that includes updated status change for the 3 application/benefit errors.
100 - Certification and Benefit Issuance	V-0100	Two benefit issuance errors were noted. The correction was made to the benefit issuance document and notification of eligibility status change was mailed to the household on 3/13/2017.	The correction was made to the benefit issuance document and notification of eligibility status change was mailed to the household on 3/13/2017.  Upload benefit issuance document section that includes updated status change for the 3 application/benefit errors.
200 - Verification	V-0200	A foster child was pulled for verification, and was not verified.	Attend verification training before conducting verification for the upcoming year and create a plan to ensure the verification process is conducted correctly.  Upload an agenda for verification training that was received and the



			plan as evidence of compliance.
300 - Meal Counting and Claiming	V-0300	The Middle School site application states the breakfast meal count system is a computerized POS. Breakfast in the Classroom utilizes a roster in the classroom for meal counting, and the staff then enters into the computerized POS.	The application was modified to reflect a combination meal counting POS for the elementary and middle school.  There are no attachments needed. The state agency can verify the application revisions.

**Site - Level Findings: Milan Middle School (0015)**

1100 - Smart Snacks in School	V-1100	Flavored sparkling water was offered as an a la carte item to students.	Offer only allowable beverages to students.  Upload an invoice from Gordon Food Services (GFS) that indicates no unallowable beverages have been ordered.
1400 - Food Safety	V-1400	Holding temperatures of cooked foods were not recorded.	Record holding temperatures of cooked foods.  Upload 5 days of holding temperatures of all foods.