



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 26, 2017

Mrs. Sandra Burchette, Director
Newport City Schools
301 College Street
Newport, TN 37821-3699

Dear Mrs. Burchette:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Newport City's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 27, 2017, with the exit date of March 29, 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 Newport City shall be documented, supported, and listed in the "Compliance" section in TMAC no later than May 12, 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 Newport City'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,

A handwritten signature in cursive script that reads "Phyllis M. Hodges".

Phyllis Hodges, State Director

Newport City (151)

Review ID: 533

Exit Conference Date: 3/29/2017

Review Year: 2017

Month of Review: February

Lead Reviewer: Kristen Nauss

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

1600 - School Breakfast and SFSP Outreach	V-1600	The SFA did not inform families of the availability of free meals via the Summer Food Service Program.	Develop and upload a template that will be used this year to inform families of the availability of free meals via the Summer Food Service Program.
200 - Verification	V-0200	The notice of adverse action did not contain information on the appeal process.	Develop and upload a template letter of adverse action that will be used in case of adverse action for future verification.
300 - Meal Counting and Claiming	V-0300	The times listed in the application for breakfast service do not cover all breakfast services.	Update the application to reflect all breakfast service times. Upload a screen shot of the updated application.
700 - Resource Management	V-0700	The revenues, expenses, and fund balances listed in TMAC do not match the comptroller's audit report.	Investigate the discrepancies to determine the correct figures and correct the financial report in TMAC. Upload a copy of the corrected financial report.
800 - Civil Rights	V-0800	Letters sent home to families informing them of unpaid meal charges include the incorrect shortened non-discrimination	Update and upload template that includes the correct full civil rights statement.



		statement.	
Resource Mgt Comprehensive Review	V-RMCRF	The SFA did raise prices for adult meals and a la carte, but it was not sufficient to raise the percent revenue from non-program foods to match the percent cost from non-program foods.	Raise a la carte prices to cover the remaining amount or complete the simplified analysis for this year to re-evaluate prices. Upload new a la carte pricing sheet and simplified analysis, if applicable.

Site - Level Findings: Newport Grammar (0005)

400 - Meal Components and Quantities - Breakfast	V-0400	Pre-Kindergarten students were not offered a choice of milk.	Ensure all students have a choice of at least two milk types. Upload communication with Pre-Kindergarten teachers informing them of the need to offer all students the choice of two milk types.
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