



**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

August 9, 2018

Mr. Dennis Fleming  
Porter Leath  
868 North Manassas St  
Memphis, TN 38107

Dear Mr. Fleming:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Porter Leath's National School Lunch Program and School Breakfast Program. This review was conducted the week of May 7, 2018, with the exit date of May 9, 2018. 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 June 25, 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 Porter Leath'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,

Jody Baruth,

State Director  
School Nutrition Program

**Porter Leath (R120)**

**Review ID: 696**

**Exit Conference Date: 5/9/2018**

Review Year: 2018

Month of Review: April

Lead Reviewer: Michael Bishop

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

**SFA - Level Findings**

1400 - Food Safety	V-1400	A review of food products indicated a violation of the Buy American Provision. Non-domestic Mandarin oranges, diced peaches, and pineapple chunks were observed on-site.	Obtain a Buy American certification form from the food distributor that lists products they cannot source domestically. Upload a completed copy, signed by the distributor's representative to demonstrate compliance.
300 - Meal Counting and Claiming	V-0300	The SFA did not have a procedure to ensure the meal counts do not exceed attendance adjusted enrollment.	Obtain a meal counting edit check template from the state agency and complete it before submitting a future claim. Upload a completed form to demonstrate compliance.
800 - Civil Rights	V-0800	Program specific civil rights training was not conducted.	Conduct program specific civil rights training for all school nutrition staff. Upload an agenda and sign in sheet to demonstrate compliance.

**Site - Level Findings: Porter Leath (0010)**

1700 - Afterschool Snack	V-1700	Afterschool snack production records did not show that the planned portion sizes for each meal component met the meal pattern requirements. On two days during the review period, only one meal component was served.	Upload one week of completed production records to demonstrate compliance.
--------------------------	--------	---	--

1700 - Afterschool Snack	V-1700	The After School Snack Program was not monitored within the first 4 weeks of operation.	Monitor the afterschool snack program, and upload a copy of the monitoring form to demonstrate compliance.
400 - Meal Components and Quantities - Breakfast	V-0400	Signage explaining what constitutes a reimbursable breakfast to students was not available.	Post a reimbursable breakfast sign at or near the beginning of the serving line, and upload a picture of the new signage to demonstrate compliance.
400 - Meal Components and Quantities - Lunch	V-0400	Signage explaining what constitutes a reimbursable lunch to students was not available.	Post a reimbursable breakfast sign at or near the beginning of the serving line, and upload a picture of the new signage to demonstrate compliance.
400 - Meal Components and Quantities - Lunch	V-0400	The minimum daily vegetable component was not met on one day of the review period. Productions records showed only 3/4 cup of vegetable was served.	Upload a copy of one week of lunch production records from May that show that minimum daily quantities were served for all components and that the minimum weekly requirement was met for vegetable subgroups.