



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

July 20, 2018

Mr. Jerry Boyd
Putnam County Schools
3860 Phifer Mountain Road
Cookeville, TN 38506

Dear Director Boyd:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Putnam 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 shall be documented and supported in the "Compliance" section in TMAC no later than January 16, 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 Putnam 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 our office at (800) 354-3663.

Sincerely,

Jody Baruth,

State Director
School Nutrition Program

Putnam County (710)

Review ID: 777

Exit Conference Date: 10/26/2017

Review Year: 2018

Month of Review:

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	There were errors in application processing. There were two applications involving three students approved incorrectly.	Notify the households of their benefit change, and upload copies of the notification letters that were sent home to the households.
100 - Certification and Benefit Issuance	V-0100	The denial letter was missing the reason for denial and a statement that the household can reapply at any time.	Update the denial letter to include all requirements, and upload a copy of the template denial letter.
100 - Certification and Benefit Issuance	V-0100	There were five students categorized as homeless that could not be validated. The process to certify migrant and homeless status involved various school counselors and secretaries entering a code in the student information system, and once entered, the student's status was automatically transferred in the SNP eligibility system as free. There were notification forms sent to SNP for some of the homeless-certified students; however, many were incomplete missing either the certification date or the name and title of the certifying official.	Update the process or certifying homeless and migrant students so that it includes the student's name, date of the issue of the status, name and/or signature of the certifying official and his or her title. Upload a copy of the process to certify a student as homeless or migrant for receiving free meals. Include any forms if applicable.

1400 - Food Safety	V-1400	The written food safety plan did not contain monitoring and maintenance of records.	Update the food safety plans to include monitoring and record maintenance. Upload a copy of the updated food safety plan to demonstrate compliance.
200 - Verification	V-0200	Two selected applications to fulfill the error prone requirement did not meet the definition of error prone.	Investigate why the software program identified these applications as error prone, and adjust the settings. Upload email communications with the software vendor to show that the verification selection process has been corrected.
200 - Verification	V-0200	The verification notification letter was missing the Use of Information Statement.	Update the verification notification letter template, and upload a copy of the verification notification letter template.
700 - Resource Management	V-0700	The July 1, 2017 operating balance reported in the financial report in TMAC did not match local financial reports.	Work with the district finance director to investigate the discrepancy and obtain the correct starting balance, revenue, and expenses for the 2016-17 school year. Contact the state agency to update the financial report and upload documentation to support the response.
800 - Civil Rights	V-0800	There was one student at Monterey High School that had a diet prescription and local district health form indicating that the student had a disability and required a gluten-free diet. The diet prescription was not always followed.	Create a procedure to ensure modified diets are served as prescribed. Upload the procedure to demonstrate compliance. Be sure to include the positions/titles of persons involved in the process.

Site - Level Findings: Jere Whitson Elementary (0050)

1400 - Food Safety	V-1400	There was one product (Juice) that was non domestic that was not included on the SFA's Buy American exception form.	Train staff on receiving deliveries and the Buy American process. Upload a copy of the training that includes topics that were trained.
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Site - Level Findings: Monterey High School at Uffelman (0055)

1100 - Smart Snacks in School	V-1100	Foods sold in the vending machines did not meet the Smart Snacks in Schools requirements.	Replace the items with Smart Snack compliant items. Check all items for compliance using the Alliance for a Healthier Generation Smart Snack Calculator found at healthiergeneration.org . Submit a picture of both vending machines after the non-compliant products have been replaced with Smart Snack compliant items.
1100 - Smart Snacks in School	V-1100	One beverage sold in the cafeteria to the middle school students did not meet the Smart Snacks in Schools standards.	Restrict the sale of the non-compliant beverage to the middle school students during breakfast and lunch. Submit the action steps that were taken to restrict the product.
1400 - Food Safety	V-1400	There were two products (Gravy and Juice) that were non domestic that were not included on the SFA's Buy American exception form.	Train staff on receiving deliveries and the Buy American process. Upload a copy of the training that includes topics that were trained.

Site - Level Findings: Avery Trace Middle (0065)

1100 - Smart Snacks in School	V-1100	Foods sold in the vending machines did not meet the Smart Snacks in Schools requirements.	Replace the items with Smart Snack compliant items. Check all items for compliance using the Alliance for a Healthier Generation Smart Snack Calculator found at healthiergeneration.org . Submit a picture of all vending machines after the non-compliant products have been replaced with Smart Snack compliant items.
1400 - Food Safety	V-1400	There was one product (Juice) that was non domestic that was not included on the SFA's Buy American exception form.	Train staff on receiving deliveries and the Buy American process. Upload a copy of the training that includes topics that were trained.