



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 2, 2016

Ms. Lakendra Butler, Director
Strive Collegiate Academy
3055 Lebanon Pike, Suite 300
Nashville, TN 37214

Dear Ms. Butler:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Strive Collegiate Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 7, 2016, with the exit date of November 10, 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 Strive Collegiate Academy shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 30, 2016. 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 Strive Collegiate Academy'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

Strive Collegiate Academy (C770)

Review ID: 1157

Exit Conference Date: 11/10/2016

Review Year: 2017

Month of Review:

Lead Reviewer: Jane Crawford

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

SFA - Level Findings

100 - Certification and Benefit Issuance	V-0100	Two students were incorrectly determined to be eligible for free meals. Both lacked an adult household member's signature and one also lacked last 4 digits of social security number (SSN) or marked as not having a SSN. An additional student was incorrectly provided reduced benefits due to the lack of an adult signature on the application.	Obtain missing required information on applications to confirm student eligibility for all three applications noted in error. Upload completed applications with required information included, roster update of corrected status and letter of eligibility determination.
1200 - Professional Standards	V-1200	School Nutrition Director did not complete food safety training within the first 30 days of being hired.	Complete food safety training by agreed upon due date. Upload the certificate of completion for the training as documentation of compliance.
200 - Verification	V-0200	Confirmation review was not conducted on applications selected prior to verification as required of manual systems.	Develop a procedure for completion of confirmation reviews prior to selected applications are subject to verification. Upload adopted confirmation review procedures as an indication of compliance.
300 - Meal Counting and Claiming	V-0300	Totals from excel spreadsheet were not accurately entered into Tennessee Meal Accounting and Claiming (TMAC) system online for monthly meal claim. There were 10 meals under claimed reduced and 4 over	Establish written procedure for meal counts being entered into TMAC to provide a second check on the accuracy of meals entered into the claim prior to submission of monthly claim. Provide training to all staff who would have access to enter claims and maintain agenda and dated sign in sheet of this in-service.

		claimed paid for lunches in September. The same errors occurred for breakfast with under claims resulting 3 meals free, 8 meals reduced and 1 meal paid.	Upload scanned copy of Strive Collegiate Academy's procedure and in-service documents as documentation of corrective action taken.
--	--	--	--

Site - Level Findings: Strive Collegiate Academy (8090)

1400 - Food Safety	V-1400	Thermometer calibration logs were not maintained as required in food safety plan.	Record and maintain thermometer calibration logs as designated in the food safety plan. Scan and upload the completed calibration log for the month of November as evidence of compliance with this record keeping requirement.
300 - Meal Counting and Claiming - Breakfast	V-0300	Totals from excel spreadsheet were not accurately entered into TMAC monthly meal claim. There were under claims for breakfast in September resulting 3 meals free, 8 meals reduced and 1 meal paid.	Establish written procedure for meal counts being entered into TMAC to provide a second check on the accuracy of meals entered into the claim prior to submission of monthly claim. Provide training to all staff who would have access to enter claims and maintain agenda and dated sign in sheet of this in-service. Upload scanned copy of Strive Collegiate Academy's procedure and in-service documents as documentation of corrective action taken.
300 - Meal Counting and Claiming - Lunch	V-0300	Totals from excel spreadsheet were not accurately entered into TMAC for monthly meal claim. There were 10 meals under claimed reduced and 4 over claimed paid for lunches in September.	Establish written procedure for meal counts being entered into TMAC to provide a second check on the accuracy of meals entered into the claim prior to submission of monthly claim. Provide training to all staff who would have access to enter claims and maintain agenda and dated sign in sheet of this in-service. Upload scanned copy of Strive Collegiate Academy's procedure and in-service documents as documentation of corrective action taken.