



**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 5, 2018

Mr. Bobby Cox  
Warren County Schools  
2548 Morrison Street  
McMinnville, TN 37110

Dear Director Cox:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Warren County's National School Lunch Program and School Breakfast Program. This review was conducted the week of December 4, 2017, with the exit date of December 6, 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 26, 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 Warren 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

**Warren County (890)**  
**Review ID: 866**  
**Exit Conference Date: 12/6/2017**

Review Year: 2018

Month of Review:

Lead Reviewer: Leslea Colquitt

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

Resource Mgt Comprehensive Review	V-RMCRF	The SFA was not in compliance with the revenue from nonprogram foods requirement. It did not take steps to sufficiently increase its nonprogram food prices, add sufficient funds to its nonprofit food service account, and/or take other actions to adequately resolve the problem.	Re-evaluate the pricing of foods sold a la carte to determine how to make the revenue ratio more than the food cost ration. Upload documentation to demonstrate compliance.
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**Site - Level Findings: Morrison Elementary (0050)**

1400 - Food Safety	V-1400	Canned food items were not stored 6-8 inches off the floor as written in food safety plan. Door to chemical storage was not closed as written in food safety plan.	Adhere to food safety plan as it pertains to the storage of canned foods, which is 6-8 inches off the floor and keep door closed where chemicals are stored. Upload proof of canned foods being stored according to food safety plan and proof that the door to the chemical closet is closed when no in use.
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**Site - Level Findings: West Elementary (0085)**

300 - Meal Counting and Claiming - Breakfast	V-0300	Meals were not being counted at the point of service for students eating in their classroom. Special education students meals were being counted by the teacher prior to the student receiving the meal.	Implement a procedure to ensure proper counting of meals taken to the special education classroom. Upload a procedure for the proper counting of meals taken from the cafeteria to the special education classroom.
300 - Meal Counting and Claiming - Lunch	V-0300	Meals were not being counted at the point of service for students eating in their classroom. Special education students meals were being counted by the teacher prior to the student receiving the meal.	Implement a procedure to ensure proper counting of meals taken to the special education classroom. Upload a procedure for the proper counting of meals taken from the cafeteria to the special education classroom.