



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

June 9, 2017

Mr. Marlon Davis, Director
Wayne County Schools
419 South Main Street
Box 658
Waynesboro, TN 38485-2630

Dear Mr. Davis:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Wayne County's National School Lunch Program, School Breakfast Program and Afterschool Snack Program. This review was conducted the week of March 27, 2017, with the exit date of May 11, 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 Wayne County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than June 23, 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 Wayne 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 Quache Spencer or me at (800) 354-3663.

Sincerely,

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

Phyllis Hodges, State Director

Wayne County (910)

Review ID: 539

Exit Conference Date: 5/11/2017

Review Year: 2017

Month of Review: January

Lead Reviewer: Betty Turnbow

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

100 - Certification and Benefit Issuance	V-0100	Three applications were incorrectly approved.	Correct the application and send the household the appropriate notice of adverse action. Upload a copy of the letter of adverse action that was mailed to the household.
100 - Certification and Benefit Issuance	V-0100	There were 5 students approved as free by direct certification that could not be found on the direct certification rosters downloaded from the state files. Those students are not eligible for benefits for the 2016-17 school year.	Investigate the source of this error. Correct any software or process issues that caused this error. Upload the email or documented discussion of why this happened and how it will be prevented in the future.
100 - Certification and Benefit Issuance	V-0100	Direct Certification matches have not been performed as required for the updated list.	Attend the October Horizon training for Horizon POS and upload the agenda and the conference registration form and documentation that training has been scheduled.
1200 - Professional Standards	V-1200	The food safety training was not completed by the new school nutrition program director within 30 days of being hired.	Upload ServSafe certificate for proof of compliance for this finding.
1200 - Professional Standards	V-1200	School Nutrition Director conducted training but was not tracking training hours.	Create a tracking system to record and document all school nutrition staff training hours.

			Upload tracking mechanism as documentation of compliance.
1600 - School Breakfast and SFSP Outreach	V-1600	The School Food Authority (SFA) did not inform eligible families about the availability and location of free meals for students via the Summer Food Service Program.	<p>Inform eligible families regarding the availability and location of summer meals served to eligible children.</p> <p>Upload copies of newsletters, newspaper notice, posters, public service announcement, or a screenshot of notice on the system's website which explains the availability of the Summer Food Service Program.</p>
200 - Verification	V-0200	The SFA did not choose and verify the correct sample size for verification.	<p>Contact the regional SNP Consultant for verification training and attend verification training.</p> <p>Upload documentation that training has been requested</p>
200 - Verification	V-0200	The SFA did not complete verification by November 15.	<p>Contact the regional SNP Consultant for verification training and attend verification training.</p> <p>Upload documentation that training has been requested</p>
700 - Resource Management	V-0700	Starting fund balance, ending fund balance and expenses from the 2015-16 financial report did not match the 2016 State of Tennessee Comptroller's Annual Report.	<p>Investigate the discrepancy to determine the variances between the 2015-2016 financial information in Tennessee Meals Accounting and Claiming (TMAC) vs. the 2015-2016 annual audit report to the state agency.</p> <p>Upload documentation demonstrating compliance.</p>
Resource Management Comprehensive Review	V-RMCRF	No USDA Non-program Food Revenue Tool or 5-Day Reference Period was used to ensure that a la carte pricing is sufficient enough to be in compliance with the non-program food revenue requirements.	<p>Complete the non-program revenue tool to ensure that all district non-program revenue sources (adult/visitor meals and a la carte purchases) are priced correctly.</p> <p>Upload a copy of the completed non-program revenue tool for proof of compliance with this finding.</p>

Site - Level Findings: Collinwood Elementary (0005)

1100 - Smart Snacks in School	V-1100	Riptide F5 (flavored water) 8 oz. which is not allowed in elementary schools is being sold to students.	Discontinue the sale of Riptide F5. Upload invoice from Gordon Food Service that does not include the Riptide F5.
1400 - Food Safety	V-1400	The Food Safety Manual at the school was a 2006 version.	Update the Food Safety manual. Upload and sign a sheet in the manual which states that the supervisor has updated the food safety manual for Collinwood Elementary.
1400 - Food Safety	V-1400	Cooking temperatures were not being taken and documented consistently. Holding temperatures were not taken of all potentially hazardous menu item.	Provide training of thermometer calibration. Provide training on the process codes 1, 2, and 3 SOPs. Upload training agendas (date, and topic) as documentation of compliance
1400 - Food Safety	V-1400	Canned peaches were obtained from China; Canned pineapples were obtained from Thailand; pre-portioned mix fruit was Thailand.	Purchase only foods from American sources unless the food is not available in the U.S. Or, if the cost of American product is excessive. Upload a list of foods that were deemed unavailable in the U.S. and also a list of documentation of U.S. foods versus non-U.S. foods if relevant.
1700 - Afterschool Snack	V-1700	The serving size of fruit was less than the .75 cup required for the snack program.	Plan and serve .75 cup of fruit or juice to meet the fruit component requirement. Upload a snack menu and production records which indicates the correct serving size of fruit was planned and served.
1700 - Afterschool Snack	V-1700	The after school snack program was not monitored within the first 4 weeks of operation for the current school year.	Request training from regional consultant on after school snack monitoring. Upload a correspondence with the regional consultant as documentation that training has been requested
400 - Meal Components and Quantities - Breakfast	V-0400	Signage did not explain what constitutes a reimbursable breakfast.	Post signage that explains what constitutes a reimbursable breakfast. Upload photo or description of the breakfast signage which explains what constitutes a reimbursable breakfast.
400 - Meal Components and Quantities	V-0400	Production records for breakfast did not include all of the required information. The	Utilize a breakfast production record which contains the required components. Train the appropriate staff to complete the production

- Breakfast		production record did not indicate serving size, planned servings, crediting information, or number of leftover servings.	record. Upload 3 days of completed production records and agenda and sign in sheets for production record training.
400 - Meal Components and Quantities - Lunch	V-0400	Signage explaining what constitutes a reimbursable lunch was not posted.	Post signage which explain what constitutes a reimbursable meal. Upload photos of the lunch signage.
400 - Meal Components and Quantities - Lunch	V-0400	Production records and other supporting documentation, of reviewed meals during the review period indicated that all of the required meal components and subgroups per weekly meal pattern requirements were offered and served to students. However, calculation of bulk amount prepared was in excess of exactly what was served and leftover.	Email the regional consultant to provide training on production record and calculation of number of servings from bulk containers or use of Food Buying Guide. Upload the email response from the consultant with designated time of the planned training.
400 - Meal Components and Quantities - Lunch	V-0400	Product documentation for crediting of entrees served on 4 days was not available. The entrees with missing entrees were chicken nuggets, chicken strips, hamburger steak, and chicken pattie.	Plan and purchase only entrees with either CN labels or product formulation statement for crediting. Upload crediting documentation of entrées that replaced the items listed above.

Site - Level Findings: Collinwood High (0010)

1400 - Food Safety	V-1400	Items in the dry storage, cooler and freezer areas were not dated and there were items in the freezer and dry storage areas were not stored at least 6 inches off the floor.	Retrain staff on food safety plan procedures to ensure procedural implementation. Upload agenda and sign in sheet from the training. Also upload evidence of dated items in dry storage areas and that food is being stored 6-8 inches off of the floor.
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