



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

October 4, 2019

Spencer Taylor, Executive Director
Metro Nashville Public Schools
Nutrition Services
2601 Bansford Avenue
Nashville, Tennessee 37204-2811

Dear Mr. Taylor,

The Department of Human Services (DHS) - Division of Audit Services staff conducted an unannounced on-site monitoring review of the Summer Food Service Program (SFSP) at Metro Nashville Public Schools (Sponsor), Application Agreement 00-101, on August 27, 2019. The purpose of this review was to determine if the Sponsor complied with the *Title 7 of the Code of Federal Regulations* (CFR) applicable parts, provider agreement, and applicable Federal and State regulations.

Based on our review of the Sponsor's records and information provided, the Sponsor had 18 feeding sites operating during the review period. The **Cole School**, **Glengarry School**, and **Haywood School** feeding sites were selected as the sample. In addition, we reviewed all meal counts for all sites operating during the review period.

Background

SFSP Sponsors utilize meal count sheets to record the number of breakfast, lunch, supper, and supplement meals served. Meals served by participating Sponsors must meet the minimum guidelines set by the United States Department of Agriculture (USDA) and DHS to be eligible for reimbursement. The SFSP Sponsor reports the number of meals served through the DHS Tennessee Information Payment System (TIPS) to seek reimbursement.

We inspected meal count sheets for our test period and reconciled the meals claimed to the meals reported as served for each meal service. We also assessed compliance with civil rights requirements. In addition, we observed meal services at the sample sites during our site visits throughout the review period.

Our review of the Sponsor's records for July 2019 revealed no significant deficiencies.

Technical Assistance Provided

Technical assistance was offered however it was declined by the Sponsor.

We appreciate the assistance provided during this review. If you have any questions regarding this report, please contact Sean Baker, Audit Director 2, at 615-313-4727 or Sean.Baker@tn.gov.

Sincerely,



Sam O. Alzoubi, CFE
Director of Audit Services

Exhibits

cc: Michael Robertson, Manager – Nutrition Services, Metro Nashville Public Schools
Allette Vayda, Director of Operations, Child and Adult Care Food Programs
Debra Pasta, Program Manager, Child and Adult Care Food Program
Elke Moore, Administrative Services Assistant 3, Child and Adult Care Food Program
Constance Moore, Program Specialist, Child and Adult Care Food Program
Marty Widner, Program Specialist, Child and Adult Care Food Program
Comptroller of the Treasury, State of Tennessee

Exhibit A

Sponsor: Metro Nashville Public Schools

Review Month/Year: July 2019

Claim Reimbursement Total: \$40,622.14

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Number of Participating Sites for Breakfast	15	15
Number of Participating Sites for Lunch	15	15
Number of Breakfasts Served	5,960	5,960
Number of Lunches Served	6,678	6,678
Total Amount of Food Costs	XXXXXXXX	\$14,966.21
Total Amount of Eligible Food and Nonfood Costs	XXXXXXXX	\$14,966.21

Exhibit B

Site: Cole School

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Number of Days Food Served	8	8
Number of 1 st Breakfasts Served	495	495
Number of 1 st Lunches Served	488	488

Exhibit C

Site: Glengarry School

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Number of Days Food Served	8	8
Number of 1 st Breakfasts Served	189	189
Number of 1 st Lunches Served	197	197

Exhibit D

Site: Haywood School

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Number of Days Food Served	19	19
Number of 1 st Breakfasts Served	950	950
Number of 1 st Lunches Served	1,062	1,062

Note: There were no reporting errors noted for the non-samples sites. Therefore, there are no exhibits included for these sites.