



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

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**BILL LEE**  
GOVERNOR

**DANIELLE W. BARNES**  
COMMISSIONER

October 4, 2019

Mark Willoughby, Chairman of the Board  
Youth Encouragement Services, Incorporated  
521 McIver Street  
Nashville, Tennessee 37211-2322

Dear Mr. Willoughby,

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 Youth Encouragement Services, Inc. (Sponsor), Application Agreement 00-699, on August 22, 2019. Additional information was requested and provided on August 28, 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 two (2) feeding sites operating during the review period. The **YES Lindsley** feeding site was 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) for reimbursement.

We inspected meal counts 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 a lunch meal service during our site visit at **YES Lindsley** on June 28, 2019.

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

## Technical Assistance Provided

Technical assistance was neither requested nor provided.

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](mailto:Sean.Baker@tn.gov).

Sincerely,



Sam O. Alzoubi, CFE  
Director of Audit Services

## Exhibits

cc: Vivian Price, Executive Director, Youth Encouragement Services, Inc.  
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: Youth Encouragement Services, Inc.**

**Review Month/Year: June 2019**

**Claim Reimbursement Total: \$6,516.92**

<b>Site Meal Service Reconciliation and Monitor Activity</b>	<b>Reported on Claim</b>	<b>Reconciled to Documentation</b>
Number of Participating Sites for Lunch	2	2
Number of Participating Sites for PM Snacks	2	2
Number of Lunches Served	1,336	1,338 <sup>1</sup>
Number of Snacks Served	1,277	1,277

<sup>1</sup>The difference in the reported and verified is immaterial and was not included in this report as a finding

**Exhibit B**

**Sample Site: YES Lindsley**

<b>Site Meal Service Reconciliation and Monitor Activity</b>	<b>Reported on Claim</b>	<b>Reconciled to Documentation</b>
Total Number of Days Food Served	15	13
Number of 1 <sup>st</sup> Lunches Served	652	653 <sup>1</sup>
Number of 1 <sup>st</sup> Snacks Served	618	618

<sup>1</sup>The difference in the reported and verified is immaterial and was not included in this report as a finding

**Exhibit C**

**Site: YES McIver**

<b>Site Meal Service Reconciliation and Monitor Activity</b>	<b>Reported on Claim</b>	<b>Reconciled to Documentation</b>
Total Number of Days Food Served	14	20
Number of 1 <sup>st</sup> Lunches Served	684	685 <sup>1</sup>
Number of 1 <sup>st</sup> Snacks Served	659	659

<sup>1</sup>The difference in the reported and verified is immaterial and was not included in this report as a finding