



**BILL LEE**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**PENNY SCHWINN**  
COMMISSIONER

April 14, 2022

Mr. Jeff Mayo  
Arlington Community Schools  
12060 Arlington Trail  
Arlington, TN 38002-8344

Dear Superintendent Mayo:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Arlington Community Schools' National School Lunch Program and School Breakfast Program. This review was conducted the week of April 11, 2022, with the exit date of April 13, 2022. The attached 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 must 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 district 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 May 13, 2022. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, to discuss next steps. 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 Arlington Community Schools' 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,

Sandy Dawes  
State Director  
School Nutrition Program

Arlington (793)

Review ID: 2094

Exit Conference Date: 4/13/2022

Review Year: 2021-2022

Month of Review: March

Lead Reviewer: Michael Bishop

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

RMCR - Nonprofit School Food Srvs Acct	V-RMCR	The School Food Authority's year end balance in their most recent financial audit report does not match the year end balance reported in the State Agency's school nutrition financial report.	Investigate the difference in the year end balances. Report the findings and provide supporting documentation to the state agency's Compliance Director to make adjustments in the TMAC Financial Report. Upload documentation in the Corrective Action Document to demonstrate compliance.
1400 - Food Safety	V-1400	The written food safety plan was out of date and not aligned with the Food and Drug Administration Food Code adopted by the state health department.	Revise the current food safety plan to align with the 2013 Food and Drug Administration (FDA) Food Code adopted by the Tennessee State Department of Health in 2015. A model template of a compliant food safety plan is attached in Review Attachments and may be adopted and modified with each school's name included on the cover page. Upload documentation in the Corrective Action Document to demonstrate compliance.

#### Site - Level Findings: Arlington High (0001)

1400 - Food Safety	V-1400	The SFA did not follow their standard operating procedures for cooling food and calibrating thermometers.	Provide one week of temperature logs that show proper procedures were followed for cooling leftovers and calibration of thermometers. Upload documentation in the Corrective Action Document to demonstrate compliance.
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