



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

November 21, 2019

Dr. Mikel Frazier
Etowah City Schools
858 Eighth Street
Etowah, TN 37331-1110

Dear Dr. Frazier:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Etowah City's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 18, 2019, with the exit date of November 20, 2019. 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 December 20, 2019. 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 Etowah City'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,

Sandy Dawes
State Director
School Nutrition Program

Etowah City (542)

Review ID: 1850

Exit Conference Date: 11/20/2019

Review Year: 2019-2020

Month of Review: October

Lead Reviewer: MarLea Finch

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

1000 - Local School Wellness Policy	V-1000	The student wellness board policy did not contain all required content of USDA's local school wellness policy final rule. It did not address policies for food and beverage marketing.	Update the wellness policy to include all missing elements and upload the modified policy to demonstrate compliance.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Adult meal pricing for school staff members was insufficient.	Submit a plan indicating school staff adult meal price increase to at least \$3.85 with the effective date to show compliance. Provide link to updated school website to show change and compliance.

Site - Level Findings: Etowah Elementary (0007)

1400 - Food Safety	V-1400	First-in First-out was not implemented. Receive date/label for food items in the cooler was not available.	Date and label unlabeled items. Retrain staff on First-in First-out procedures. Upload sign in sheet and agenda of training to show compliance.
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