



**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

February 13, 2018

Mr. Robert Wallace  
KIPP Antioch College Prep Elementary School  
5221 Hickory Hollow Pkwy  
Antioch, TN 37013

Dear Director Wallace:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of KIPP Antioch's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 14, 2019, with the exit date of January 16, 2019. 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 shall be documented and supported in the "Compliance" section in TMAC no later than March 22, 2019. 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 KIPP Antioch'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

**KIPP Antioch (C291)**

**Review ID: 1694**

**Exit Conference Date: 1/16/2019**

Review Year: 2019

Month of Review: December

Lead Reviewer: Peter McNeilly

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

100 - Certification and Benefit Issuance	V-0100	Certification and benefit issuance requirements were not met. Three students in the review sample were certified for benefits correctly, but the applications were incomplete. One other student was certified for benefits incorrectly.	Obtain a signature from an adult in the household for the incomplete applications, and change the status of the student in error on the benefit issuance document. Send the household in error a notice of benefit change, and upload the letter as corrective action. Also, upload the completed applications to demonstrate compliance with certification requirements.
100 - Certification and Benefit Issuance	V-0100	SFA did not update the benefit issuance document in a timely manner. One student certified for benefits never attended the school, but was still on the roster.	Revise procedures for updating benefit issuance documents to ensure they are kept up-to-date. Upload a copy of the procedures and corrected benefit issuance document to demonstrate compliance.
200 - Verification	V-0200	An application selected for verification was not processed correctly. The benefit status was changed without all income being verified.	Change the status of the student in error on the benefit issuance document and send the households a notice of benefit change. Upload the letters to demonstrate compliance.