



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

February 28, 2019

Mr. Eric Lomax
Perry County Schools
857 Squirrel Hollow Drive
Linden, TN 37096

Dear Director Lomax:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Perry County's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 28, 2019, with the exit date of January 30, 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 4, 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 Perry County'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,

A handwritten signature in cursive script that reads "Sandy Dawes".

Sandy Dawes
State Director
School Nutrition Program

Perry County (680)

Review ID: 1073

Exit Conference Date: 1/30/2019

Review Year: 2019

Month of Review: December

Lead Reviewer: Gary Gluch

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

1200 - Professional Standards	V-1200	Professional standard requirements were not met. One full time employee had not completed the minimum training requirement of six hours.	Create a training plan for the employee to complete the minimum required training hours, and upload a copy of the plan.
700 - Resource Management	V-0700	Unallowable costs at Linden Elementary were charged to the nonprofit school food service account. School nutrition funds were being used to pay for a full-time custodian, but the custodian was not a food service employee and was not working 100% to support school nutrition.	Cease the use of school nutrition funds to pay 100% of the custodian's wages, or create a mechanism to separate cost objectives so that general purpose (GP) and school nutrition pay appropriate shares. Furthermore, GP must credit the nonprofit food service account for the wages and other employment costs incurred from July 1, 2018 through January 31. For proof of compliance, upload documentation that demonstrates the transfer was completed.
800 - Civil Rights	V-0800	Civil rights requirements were not met. The following program materials did not contain the current non-discrimination statement: direct certification notification, approval/denial benefits, verification notification, and verification result letters.	Update letters to the correct non-discrimination statement, and upload a copy of each corrected letter as proof of compliance.

RMCR - Revenue From Nonprogram Foods	V-RMCR	Revenue From Nonprogram Foods requirements were not met. Information was not available at the time of review to assess compliance with the requirements.	Complete the USDA nonprogram revenue calculator or the state toolkit. Upload the completed form along with the backup documentation for proof of compliance.
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Site - Level Findings: Linden Elementary (0015)

1100 - Smart Snacks in School	V-1100	Smart Snacks in School requirements were not met. School office staff did not have documentation demonstrating compliance for some snack items being sold in the vending machines during the school day.	Provide the smart snack calculator documentation for the chocolate chip cookies and the cheddar snack mix, or replace them with compliant snacks. Upload the smart snack calculator documentation or a picture of the machine demonstrating that non-complaint snacks were removed.
1400 - Food Safety	V-1400	The temperature of hot foods was checked but no corrective action was being taken if the temperature was below the minimum internal temperature. On the day of review, chicken nuggets on the serving line were 130 degrees Fahrenheit.	Retrain staff on hot holding and reheating potentially hazardous food procedures. Upload an agenda and training roster to demonstrate compliance.
1400 - Food Safety	V-1400	Cooling logs did not demonstrate that hot foods were cooled to 41 degrees or below within 6 hours. Logs from the review period indicated leftovers were only cooled to 60-70 degrees prior to being placed in the refrigerator or freezer.	Retrain staff on procedures for cooling potentially hazardous foods. Upload agenda and training roster to demonstrate compliance.
1400 - Food Safety	V-1400	Food safety requirements were not met. Cafeteria staff was not following the receiving and storage standard operating procedure (SOP). Items in dry storage, walk-in refrigerator and walk-in freezer were not consistently dated upon receipt, and use of the First-In, First-Out (FIFO) inventory	Retrain staff on proper procedures for the receiving and storing foods. Upload the training agenda and roster of attendees to demonstrate compliance.

		method could not be confirmed.	
400 - Meal Components and Quantities - Breakfast	V-0400	Breakfast meal pattern requirements were not met. Signage explaining what constitutes a reimbursable at breakfast was missing on or near one of the serving lines.	Display signage on or near the left side serving line, and upload a picture of the new signage to demonstrate compliance.