



**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

January 22, 2020

Mr. Jason Manuel  
Germantown School District  
6685 Poplar Ave  
Suite 202  
Germantown, TN 38138

Dear Director Manuel:

Please find attached the summary review of findings from the School Nutrition Program's 2019–20 fiscal year administrative review of Germantown City's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 6, 2020, with the exit date of January 9, 2020. 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 February 2, 2020. During this timeframe, if you find errors or points of disagreement in our findings, please contact me to discuss the 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 Germantown 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

**Germantown (796)**

**Review ID: 1423**

**Exit Conference Date: 1/9/2020**

**Review Year:** 2019-2020

**Month of Review:** December

**Lead Reviewer:** Andrew McCluskey

Area	Findings ID	Finding Description	Required Corrective Action
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**Site - Level Findings: Forest Hill Elementary School (0105)**

500 - Offer versus Serve	V-0500	Reimbursable meal signage was not posted.	Post a sign at or near the beginning of the serving line that tells students how to select a reimbursable meal including the requirement to select at least 1/2 cup of fruit or vegetable. Upload a photo of the posted sign in the Corrective Action Document.
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