



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

March 4, 2022

Mrs. Holly Slater
Ivy Academy
8443 Dayton Pike
Soddy Daisy, TN 37379-4204

Dear Mrs. Slater:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Cleveland City Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of February 14, 2022, with the exit date of February 24, 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 April 1, 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 Cleveland 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

Ivy Academy (C270)

Review ID: 2101

Exit Conference Date: 2/24/2022

Review Year: 2021-2022

Month of Review: January

Lead Reviewer: Brooke Walker-Babbs

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

800 - Civil Rights	V-0800	Program materials did not contain the appropriate non-discrimination statement.	Ensure that the appropriate non-discrimination statement is being used on all program materials. Upload updated copies of materials as proof of compliance.
800 - Civil Rights	V-0800	Observed that the School Food Authority was unable to provide documentation that civil rights training had taken place. All persons involved in the School Nutrition program must receive civil rights training.	Conduct civil rights training with all persons involved in the program and include all required topics. Upload an agenda and sign in sheet once training has been completed.

Site - Level Findings: Ivy Academy (8002)

1400 - Food Safety	V-1400	Observed the school reviewed did not have written food safety plan.	Upload a copy of a revised comprehensive food safety plan to include regulatory items required by 7 CFR 210.13. Include Standard Operating Procedures, menu items grouped according to process categories, critical control points, critical control points and critical limits, monitoring procedures, corrective actions procedures, recordkeeping procedures, and periodic program review.
1400 - Food Safety	V-1400	Observed on-site (or off site) storage violations. There were no dates on dry storage, refrigerated or freezer items. On four separate days, freezer temps show a temperate above zero degrees	Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained.

		Fahrenheit.	
400 - Meal Components and Quantities - Lunch	V-0400	Review of production records and other supporting documents indicated that not all required meal components per weekly meal pattern were served during the review period.	Revise the menu to meet all weekly meal pattern requirements. Upload a revised menu and one week of production records showing all weekly minimum requirements were met. The School Food Authority (SFA) was ¼ cup short of other vegetables for the review week.
500 - Offer versus Serve	V-0500	Observed that the cafeteria staff had not been trained on Offer Versus Serve (OVS) within the last school year.	Provide Offer Versus Serve training to cafeteria staff and upload an agenda and sign in sheet for documentation of compliance.
1400 - Food Safety	V-1400	Observed the SFA's most recent food safety inspection was not posted in a visible location.	Obtain a copy of the most recent food safety inspection report and post in a visible location.
1300 - Water	V-1300	Free potable water was not available to high school students for lunch.	Provide free potable water to all students for lunch. Upload a picture demonstrating water has been made available during the meal service.
400 - Meal Components and Quantities - Lunch	V-0400	Observed that there was no signage displayed explaining what constitutes a reimbursable lunch.	Create lunch signage that explains what constitutes a reimbursable lunch. Upload a photo of signage on display on or near the serving line.
800 - Civil Rights	V-0800	"And Justice for All" poster was the incorrect size and color.	Display the most current "And Justice for All" poster where it is visible to all students participating in the school meal programs.
400 - Meal Components and Quantities - Breakfast	V-0400	Review of production records and other supporting documents indicated that not all required meal components per weekly meal pattern were served during the review period. Breakfast crediting records indicated one grain short for high school students for the review week.	Revise the menu to meet all weekly meal pattern requirements. Upload a revised menu and one week of production records showing all weekly minimum requirements were met.