



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
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NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

December 2, 2021

Dr. Jeffery Moorhouse
Kingsport City Schools
400 Clinchfield St.
Suite 200
Kingsport, TN 38317

Dear Director Moorhouse:

Please find attached the summary review of findings from the School Nutrition Program's 2021–22 fiscal year administrative review of Kingsport City's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 1, 2021, with the exit date of November 4, 2021. 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 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.

During the review, a finding in section **300: Meal Counting and Claiming** requires fiscal action due to meal counting procedures. More details about this action will be forthcoming once corrective action is complete. All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than February 4, 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 further potential fiscal action.

Upon receipt of Kingsport 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

Kingsport City (822)

Review ID: 2103

Exit Conference Date: 11/4/2021

Review Year: 2021-2022

Month of Review: October

Lead Reviewer: Randa Meade

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

1400 - Food Safety	V-1400	While the food safety plan contained all the required elements, the cooling standard operating procedure (SOP) was not up to date with current guidelines.	Update the cooling SOP to reflect current food safety practices. Upload the new SOP. After the SOP is updated, provide training to staff and upload documentation of training.
800 - Civil Rights	V-0800	There are multiple menus posted online. Some of the menus have the incorrect short non-discrimination statement.	Either remove the statement off of all the online menus or ensure the correct statement is on all of the online menus.

Site - Level Findings: John Adams Elementary School (0032)

300 - Meal Counting and Claiming - Lunch	V-0300	Meal counts for meals sent to the early learning center are not being counted correctly. The number of meals ordered, instead of the number of meals served, is being used for the early learning center meal count.	Revise the early learning center meal counting procedure, and train staff on new meal counting procedure. Implement new meal counting procedure for 30 consecutive operational days and submit meal counts to the state agency. Meal counts submitted to the SA by the SFA will be used to recalculate the number of meals claimed for reimbursement from the early learning center. It is recommended that the SFA utilize a roster when implementing the new meal counting procedure.
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Site - Level Findings: Washington Elementary (0050)

1400 - Food Safety	V-1400	The SFA's written food safety plan was not implemented. Leftover foods were not cooled to below 41 degrees Fahrenheit prior to staff leaving for the day.	Either ensure foods are cooled to below 41 degrees Fahrenheit prior to leaving or no longer keep leftover foods for reuse.
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