



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 14, 2022

Father Delphinus Mutajuka
Sacred Heart School Loretto
307 Church Street
Loretto, TN 38469-2149

Dear Father Mutajuka:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Sacred Heart School Loretto National School Lunch Program and School Breakfast Program. This review was conducted the week of March 7, 2022, with the exit date of March 8, 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 8, 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 of Sacred Heart School Loretto'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

Sacred Heart School - Loretto (P460)

Review ID: 2111

Exit Conference Date: 3/8/2022

Review Year: 2021-2022

Month of Review: February

Lead Reviewer: Gary Gluch

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

800 - Civil Rights	V-0800	800: The Non-Discrimination Statement used was incorrect.	Update and include the full civil rights statement on the weekly newsletter. Submit proof the statement has been updated.
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Site - Level Findings: Sacred Heart School - Loretto (9010)

1400 - Food Safety	V-1400	Observed on-site storage violations concerning food stored on the floor of the walk-in cooler.	Retrain staff on proper procedures for the receiving and storage of food in refrigeration storage. Upload agenda, sign-in sheets and picture of the walk-in to demonstrate compliance.
1400 - Food Safety	V-1400	Observed the School Food Authority's (SFA) food safety plan was not properly implemented.	Update and provide a copy of a revised comprehensive food safety plan regarding the monitoring of the sanitizer concentration in the 3-compartment sink. This will demonstrate compliance as indicated in the Cleaning and Sanitizing Food Contact Surfaces Standard Operating Procedures (SOP) to include the regulatory items required by 7CFR 210.13.