



**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

Dr. James Carter  
Union County Schools  
3006 Maynardville Hwy  
Maynardville, TN 37807-0353

Dear Director Carter:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Union County's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 28, 2022, with the exit date of March 3, 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 of Union 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,

Sandy Dawes  
State Director  
School Nutrition Program

**Union County (870)**

**Review ID: 2114**

**Exit Conference Date: 3/3/2022**

**Review Year:** 2021-2022

**Month of Review:** January

**Lead Reviewer:** Chris Crutcher

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

300 - Meal Counting and Claiming	V-0300	The approved state agreement was not followed. Union County High and Sharps Chapel Elementary were approved to operate afterschool snack, but afterschool snacks were not being served.	Revise the site applications for Union County High and Sharps Chapel and remove afterschool snacks.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Compliance with the Revenue from Nonprogram Foods requirements was not assessed.	Complete the Nonprogram Food Revenue Tool, and upload a copy of the tool to demonstrate compliance.
1000 - Local School Wellness Policy	V-1000	The local wellness policy was not properly implemented. The policy stated that no caffeinated beverages, soft drinks, or carbonated beverages were to be provided to elementary and middle school students. Both schools reviewed sold caffeinated, carbonated soft drinks to students on select Fridays during the school year.	Update the wellness policy if necessary or follow the procedure as written. If updated, upload a copy of the revised policy to demonstrate compliance
RMCR - Revenue From Nonprogram Foods	V-RMCR	The adult meal price charged during the 2020-21 school year for lunch was not sufficient to cover the overall cost of the meal. \$3.75 was charged for lunch, but according to the calculation prescribed in FNS instruction 782-5, \$3.97 should have been charged.	Raise the adult lunch meal price to cover the overall cost of the meal per FNS Instruction 782-5. Upload documentation to demonstrate compliance.
2100 - Special Provision Options	V-2100	Documentation supporting the Identified Student Percentages (ISP) was incomplete. Four students in the review sample could not be validated.	Deduct one student from the ISP at Big Ridge Elementary, Horace Maynard Middle, Maynardville Elementary, and Union County High School, and submit the revisions to the state agency for approval to demonstrate compliance.
800 - Civil Rights	V-0800	The non-discrimination statement (NDS) on the nutrition webpage was not current.	Update the NDS on the nutrition webpage, and notify the state agency to re-check the webpage to confirm compliance.
300 - Meal Counting and Claiming	V-0300	Breakfast and lunch meal counts for the review period were not claimed correctly. The hand-written monthly summaries at five schools did not match the reports from the electronic point of sale, which resulted in an underclaim of 59 lunches and 191	Implement a meal consolidation procedure that will ensure all meal counts are transmitted from the sites to the central office accurately. Upload a copy of the procedure to demonstrate compliance.

		breakfasts.	
800 - Civil Rights	V-0800	A procedure for receiving and processing complaints in school meal programs was not available for review.	Develop a procedure for receiving and processing civil rights complaints, and upload a copy of the procedure to demonstrate compliance.

**Site - Level Findings: Big Ridge Elementary (0005)**

1700 - Afterschool Snack	V-1700	Afterschool snacks for the school year were not counted and claimed correctly. The summation of the meal counts from the daily records did not match the total on the monthly summary, which resulted in an overclaim of 180 meals.	Retrain staff involved in the afterschool snack meal counting process on consolidating meal counts. Upload an agenda and a roster of attendees to demonstrate compliance.
1400 - Food Safety	V-1400	Food safety requirements were not met. During the breakfast meal service, a cafeteria aide washed their hands in the drinking fountain. After lunch service, the aide also prepared a solution for cleaning the floor in the drinking fountain.	Retrain staff involved in meal service, including aides, on hand washing procedures and preparing cleaning solutions. Upload an agenda and a roster of attendees to demonstrate compliance.

**Site - Level Findings: Sharps Chapel Elementary (0045)**

1400 - Food Safety	V-1400	On-site storage violations were observed. Three cans of tomato paste and two cans of diced tomatoes exceeded their use-by date.	Discard food that exceeds its use-by date. Upload proof of disposal to demonstrate compliance.
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