



BILL HASLAM
GOVERNOR

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

CANDICE MCQUEEN
COMMISSIONER

November 10, 2017

Dr. Brian Bell, Director
Alcoa City Schools
524 Faraday Street
Alcoa, TN 37701-2098

Dear Dr. Bell:

Please find attached the summary review of findings from the School Nutrition Program's 2017-18 fiscal year administrative review of Alcoa City's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 6, 2017, with the exit date of November 9, 2017. 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 will 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 system improve the program. They are also available in the "Compliance" section in TMAC.

All corrective actions for Alcoa City shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 20, 2017. During this timeframe, if you find errors or points of disagreement in our findings, please contact me, and I will assist you with your next course of action. 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 Alcoa 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 closing letter review within 30 calendar days.

If you have any questions or concerns, please contact Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

Alcoa City (051)

Review ID: 831

Exit Conference Date: 11/9/2017

Review Year: 2018

Month of Review: September

Lead Reviewer: Lindsay Baldwin

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

100 - Certification and Benefit Issuance	V-0100	The direct certification letter did not contain all of the required information.	Create and upload a copy of the new prototype direct certification letter that contains all of the required information.
200 - Verification	V-0200	The incorrect number of applications were selected for verification. Only three applications were supposed to be verified, but the software pulled four applications.	Create a plan to ensure that the correct number of applications are selected and verified for the 2017-18 school year. Upload a copy of the plan.
200 - Verification	V-0200	The notice of adverse action did not contain all of the required information.	Create an adverse action letter that contains the required information, or utilize the USDA prototype adverse action letter. Upload a copy of the corrected letter.
200 - Verification	V-0200	The households for whom benefits were to be reduced or terminated were not given 10 calendar days' written advance notice of the change.	Create a plan to ensure that households whose benefits are to be reduced or terminated are given 10 calendar days' written advance notice of the change. Upload a copy of the plan.
800 - Civil Rights	V-0800	The paper applications did not contain an area to collect racial and ethnic data, which is required to be on the application.	Update application to include an area to collect the racial and ethnic data of the students, or, utilize the prototype provided by USDA. Upload a copy of the updated application.
Resource Mgt Comprehensive	V-RMCRF	The school food authority (SFA) did not assess its compliance	Complete the non-program revenue tool and attach a copy of the completed tool.

Review		with the revenue from non-program food requirements in 7 CFR 210.14(f). SFAs are required to determine if the percent of total revenue that is generated from their non-program revenue sales is equal to or greater than the percent of total food costs that are attributable to the SFA's purchase of non-program foods.	
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Site - Level Findings: Alcoa Elementary (0005)

1400 - Food Safety	V-1400	A dry storage temperature log was not available.	<p>Create a dry storage log and utilize the log each day.</p> <p>Upload a copy of the temperature log with one week of temperatures documented.</p>
400 - Meal Components and Quantities - Breakfast	V-0400	The manager did not use the production record template required by the system. Half of the production record was completed electronically and the other half with the planned portions and actual portions served are completed on another sheet of paper.	<p>Use the electronic production record required by the system.</p> <p>Upload one week of completed electronic production records.</p>