



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

May 9, 2017,

Mrs. Marcia Griffin, Director
Chattanooga Charter School Of Excellence (CCSE)
5600 Brainerd Road
Suite A-24
Chattanooga, TN 37411-5347

Dear Mrs. Griffin:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of CCSE' National School Lunch Program, School Breakfast Program and Afterschool Snack Program. This review was conducted the week of April 10, 2017, with the exit date of April 12, 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 CCSE shall be documented, supported, and listed in the "Compliance" section in TMAC no later than May 15, 2017, 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 CCSE' 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 Quache Spencer or me at (800) 354-3663.

Sincerely,

A handwritten signature in cursive script that reads "Phyllis M. Hodges".

Phyllis Hodges, State Director

Chattanooga Charter School of Excellence (C093)

Review ID: 1167

Exit Conference Date: 4/12/2017

Review Year: 2017

Month of Review: February

Lead Reviewer: Jane Crawford

| Area | Findings ID | Finding Description | Required Corrective Action |
|------|-------------|---------------------|----------------------------|
|------|-------------|---------------------|----------------------------|

SFA - Level Findings

| | | | |
|---|--------|---|--|
| 1600 - School Breakfast and SFSP Outreach | V-1600 | Chattanooga Charter School of Excellence (CCSE) did not inform students/households of the availability of summer feeding programs in the area. | Post on the CCSE website information or other communications on how to locate summer meal sites. Upload onto TMAC a sample of method used to perform outreach was as documentation of compliance. |
| 300 - Meal Counting and Claiming | V-0300 | School was not following the meal counting and claiming method as stated in their application. | Update School Nutrition Program Application to state the counting method utilized is manual not electronic. Indicate the corrective action taken for this finding the date of the change was made and date application change was approved as compliance. |
| 900 - SFA On Site Monitoring | V-0900 | On-site monitoring form was dated prior to the February 1 deadline, but the validation of the internal control through an established edit check was not completed. Therefore the on-site monitoring was incomplete for both breakfast and lunch. | Complete the On-site monitoring checklist for breakfast and lunch. Upload the new signed and dated review checklist into TMAC as proof of completion of corrective action. |

Site - Level Findings: Chattanooga Charter School of Excellence Middle (8010)

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|--------------------|--------|--|---|
| 1400 - Food Safety | V-1400 | There was not a plan available at the Middle school when requested. A Food Safety plan must be available at each school. | Provide a food safety plan and maintain a copy of the plan at the school. Provide evidence of the food safety plan at the site level to ensure that it is being made |
|--------------------|--------|--|---|

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| | | | available to food service staff and relief staff |
| 1700 - Afterschool Snack | V-1700 | Afterschool Program was not monitored within the first four weeks of operation from the documentation provided as required by the National School Lunch program. | <p>Complete the required monitoring on the correct form.</p> <p>Upload completed and signed form into TMAC to demonstrate compliance.</p> |