



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

October 31, 2018

Dr. Danny Weeks
Dickson County Schools
817 North Charlotte Street
Dickson, TN 37055

Dear Director Weeks:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Dickson County's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 12, 2018, with the exit date of March 16, 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 shall be documented and supported in the "Compliance" section in TMAC no later than June 29, 2018. 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 Dickson 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,

A handwritten signature in cursive script that reads "Lori Paisley".

Lori Paisley
Executive Director, Healthy Schools

Dickson County (220)

Review ID: 852

Exit Conference Date: 3/16/2018

Review Year: 2018

Month of Review: February

Lead Reviewer: Stephanie Dyer

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

1000 - Local School Wellness Policy	V-1000	The local wellness policy was lacking information related to public involvement, assessment results, and standards for foods, provided but not sold to students.	Update the local wellness policy to include all required elements and upload the updated policy.
Resource Mgt Comprehensive Review	V-RMCRF	The USDA non-program revenue tool was completed, but there was insufficient information to validate the calculation.	Gather the supporting documentation to validate the USDA non-program tool and upload for corrective action.
Resource Mgt Comprehensive Review	V-RMCRF	The revenue and expenses on the single audit report did not match the financial report in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.	Investigate the difference and contact the state agency to revise the TMAC financial report. Upload a revised report to demonstrate compliance.

Site - Level Findings: Creek Wood High School (0017)

1100 - Smart Snacks in School (2018)	V-1100	The lemonade sold to students during the school day did not meet smart snack requirements.	Discontinue purchasing non-compliant beverages, and upload an invoice for April showing no purchases of unallowable beverages.
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400 - Meal Components and Quantities - Breakfast	V-0400	There was no signage to indicate what constitutes a reimbursable breakfast to students.	Develop or purchase reimbursable breakfast signage and display in the cafeteria. Upload a photo of breakfast signage on display for corrective action.
400 - Meal Components and Quantities - Lunch	V-0400	A non-whole wheat bagel was being served and no whole grain exemption had been granted by the state agency.	Procure a whole wheat bagel, and upload an invoice showing the purchase of a whole wheat bagel for corrective action.

Site - Level Findings: The Discovery School (0028)

1400 - Food Safety	V-1400	Cooking temperatures were only recorded once on the temp logs and no holding temps were being recorded.	Retrain staff on proper temperature procedures, and upload the corrected temperature logs for corrective action.
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Site - Level Findings: White Bluff Elementary (0044)

1400 - Food Safety	V-1400	Temperature logs were available for review, but inaccurate. The employees did not log all menu items and temperatures.	Retrain staff on proper temperature procedures. Complete a week of temperature logs with all menu items and temperatures. Upload the completed temperature logs for corrective action.
400 - Meal Components and Quantities - Lunch	V-0400	Two trays were observed with a missing meal component.	Provide offer versus serve training to all employees and upload the sign-in sheet and agenda for corrective action.
500 - Offer versus Serve	V-0500	There was no signage to indicate what constitutes a reimbursable lunch to students.	Develop or purchase reimbursable lunch signage and display in the cafeteria. Upload a photo of lunch signage on display for corrective action.