



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

December 2, 2016

Dr. Mischelle Simcox, Director
Johnson County
211 North Church Street
Mountain City, TN 37683-1325

Dear Dr. Simcox:

Please find attached the summary review of findings from the School Nutrition Program's 2015-16 fiscal year administrative review of Johnson County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 7, 2016, with the exit date of November 11, 2016. 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.

During the review, findings in section **2100: Special Provision Options** require fiscal action. An explanation of the findings is included in the attached review summary. All corrective actions for Johnson County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 30, 2016.

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 further potential fiscal action.

Upon receipt of Johnson 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 Quache Spencer or me at (800) 354-3663.

Sincerely,



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Phyllis M. Hodges

Phyllis Hodges, State Director

Johnson County (460)

Review ID: 569

Exit Conference Date: 11/11/2016

Review Year: 2017

Month of Review: September

Lead Reviewer: Kristen Nauss

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

2100 - Special Provision Options	V-2100	There were clerical errors when adding the number of DC students due to penciling in changes and manually counting.	Ensure all students identified as DC are correctly identified in the software program or paper lists. Upload a copy of the report that identifies how many students are SNAP DC, the migrant, homeless, runaway, and Head Start lists, along with a copy of the October 2016 claim in TMAC showing that these numbers match.
300 - Meal Counting and Claiming	V-0300	Edit checks are not completed prior to submission of the claim.	Complete an attendance adjusted edit check prior to submitting the claim. Attach attendance adjusted edit check for October 2016.

Site - Level Findings: Laurel Elementary (0020)

1400 - Food Safety	V-1400	The food safety plan overview is not completed in its entirety and the standard operating procedures are not signed off on to prove each employee has been trained.	Update the overview, train each standard operating procedure, and have each employee sign each standard operating procedure. Upload a copy of the plan, including signature pages for each SOP.
300 - Meal Counting and Claiming - Lunch	V-0300	One student sometimes receives his meal in the classroom; however, the meal is counted at the point the teacher picks up the meal and	Create a roster that the teacher uses to check off as the student receives the meal. Upload the roster that the teacher uses to check off as the student receives the meal.

		not when the student receives the meal.	
800 - Civil Rights	V-0800	The "And Justice for All" poster is the previous edition.	Post the new "And Justice for All" poster. Upload photo of the new poster hanging in Laurel's cafeteria.

Site - Level Findings: Mountain City Elementary (0025)

400 - Meal Components and Quantities - Breakfast	V-0400	The district is following the K-8 meal pattern for PK-8; however, only 1/2 cup fruit was offered to the Pre-K students.	Ensure all students have the opportunity to take 1 cup fruit. Upload photo of pre-plated Pre-K trays showing 1 cup fruit on each tray.
400 - Meal Components and Quantities - Breakfast	V-0400	Pre-K students were not given a choice of milk so that only one variety was placed at their seat.	Give all students a choice of at least two milk varieties. Upload a letter or email to pre-K teachers informing them of the requirement to give all students a choice of milk.
400 - Meal Components and Quantities - Lunch	V-0400	A non-disabled student was given non-compliant soy milk for a health condition.	Replace the non-compliant milk substitute with a compliant milk substitute or lactose-free milk or notify the parents that you will no longer be offering this service. Upload the invoice or receipt for the new milk substitute or lactose-free milk or the letter to the parents.
800 - Civil Rights	V-0800	The "And Justice for All" poster is the previous edition.	Post the new "And Justice for All" poster. Upload photo of the new poster hanging in Mountain City's cafeteria.