



**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 1, 2016

Ms. Sherry Darnell, Director  
Lake County Schools  
819 McBride  
Tiptonville, TN 38079-1163

Dear Ms. Darnell:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Lake 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 8, 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.

All corrective actions for Lake County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 19, 2016. 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 Lake 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,

Phyllis Hodges, State Director

**Lake County (480)**

**Review ID: 534**

**Exit Conference Date: 11/08/2016**

Review Year: 2017

Month of Review: September

Lead Reviewer: Jasmine Taylor

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

1400 - Food Safety	V-1400	The SFA did not have a comprehensive food safety plan. There were pertinent items missing from the food safety plan provided, including, but not limited to, calibrating thermometers, dating stored items, and proper food storage.	Update and provide a copy of a revised comprehensive food safety plan to include the regulatory items required by 7 CFR 210.13(c) (2) A school food authority with a food safety program based on the process approach to HACCP must ensure that its program includes: (i) Standard operating procedures to provide a food safety foundation; (ii) Menu items grouped according to process categories; (iii) Critical control points and critical limits; (iv) Monitoring procedures; (v) Corrective action procedures; (vi) Recordkeeping procedures; and (vii) Periodic program review and revision.
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**Site - Level Findings: Lake County High (0005)**

1400 - Food Safety	V-1400	Lake County High School did not have a comprehensive food safety plan available for review, therefore, it could not be determined if the written food safety plan was properly implemented.	Update and provide a copy of a revised comprehensive food safety plan to include the regulatory items required by 7 CFR 210.13(c) (2) A school food authority with a food safety program based on the process approach to HACCP must ensure that its program includes: (i) Standard operating procedures to provide a food safety foundation; (ii) Menu items grouped according to process categories; (iii) Critical control points and critical limits; (iv) Monitoring procedures; (v) Corrective action procedures; (vi) Recordkeeping procedures; and
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			(vii) Periodic program review and revision.
1400 - Food Safety	V-1400	<p>There were some items (grapes) stored in the cooler without a barrier to protect them from the elements. There were several items (cheese and browning lettuce) in the cooler without dates on them.</p> <p>There were items in the freezer and dry storage areas that were not dated.</p> <p>Additionally, the commodity items being stored for Margaret Newton Elementary were on the floor in the freezer.</p> <p>The material safety data sheets (MSDS) that are located in the area with the chemicals are outdated. All items need to be listed on the MSDS.</p>	<p>Upload proof that exposed items are being covered in the cooler and freezer areas.</p> <p>Upload proof that items are being dated accordingly.</p> <p>Upload proof that the items being stored for Margaret Newton Elementary are no longer stored on the floor.</p> <p>Upload proof that MSDS are located in an area visible and accessible by all who come in contact with the chemicals in the storage closet.</p>