



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

January 30, 2017,

Mr. Jacob Sorrells, Director
Marshall County Schools
700 Jones Circle
Lewisburg, TN 37091-2427

Dear Mr. Sorrells:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Marshall County's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 9, 2017, with the exit date of January 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 Marshall County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than February 17, 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 Marshall 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

Marshall County (590)
Review ID: 818
Exit Conference Date: 1/12/2017

Review Year: 2017

Month of Review: November

Lead Reviewer: Jane Crawford

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

100 - Certification and Benefit Issuance	V-0100	One application was mis-categorized as reduced, but should have been categorized as free based on household income.	Categorize the student correctly in the district's electronic database and increase benefits to student within three business days. Notify the family of the eligibility status change within ten business days. Upload evidence of the change in student's eligibility status.
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Site - Level Findings: Marshall Elementary (0043)

1400 - Food Safety	V-1400	Cans of Pork and Beans and sauerkraut were dented and damaged in the dry storage area. This violates the school food safety plan's standard operating procedure (SOP) for receiving deliveries, which requires monitoring of deliveries and rejection of dented cans.	Retrain employees on SOP for receiving deliveries, which involves rejecting dented and/or damaged cans. Upload a sign in sheet from training.
400 - Meal Components and Quantities -	V-0400	The roll provided at lunch did not meet the whole grain requirement. The	Discontinue purchasing and serving the roll found noncompliant. Find an alternative roll that meets the

Lunch		school district was exempt from the whole grain requirement with a waiver beginning in school year 2015-16, but the only item listed on the waiver was a biscuit. The roll served during the day of the review was not included in the waiver and was not creditable as a whole grain.	whole grain rich meal pattern requirement. Upload a copy of the replacement roll's Child Nutrition (CN) label showing compliance.
800 - Civil Rights	V-0800	Civil rights poster was visible to students during meal service from only one of the two serving lines. Thus, it was not visible to all students.	Display another "And Justice for All" poster so that students in both serving lines are able to see it. Upload a photograph showing a poster displayed on each serving line.

Site - Level Findings: Oak Grove Elementary School (0051)

400 - Meal Components and Quantities - Lunch	V-0400	The roll provided at lunch did not meet the whole grain requirement. The school district was exempt from the whole grain requirement with a waiver beginning in school year 2015-16, but the only item listed on the waiver was a biscuit. The roll served during the day of the review was not included in the waiver and was not creditable as a whole grain.	Discontinue purchasing and serving the roll found noncompliant. Find an alternative roll that meets the whole grain rich meal pattern requirement. Upload a copy of the replacement roll's Child Nutrition (CN) label showing compliance.
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