



**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

July 5, 2018

Dr. Jeanny Hatfield  
Oneida Special School District  
195 N. Bank Street  
Oneida, TN 37841

Dear Director Hatfield:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Oneida Special School Districts' National School Lunch Program and School Breakfast Program. This review was conducted the week of December 11, 2017, with the exit date of December 13, 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 February 9, 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 Oneida Special School Districts' 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,

Jody Baruth,

State Director  
School Nutrition Program

**Oneida SSD (761)**

**Review ID: 804**

**Exit Conference Date: 12/13/2017**

Review Year: 2018

Month of Review: October

Lead Reviewer: Kristen Nauss

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 not approved correctly based on household size and income.	Notify family of adverse action, and change their status.  Upload letter to the family and proof of status change after the 10 day requirement.
1000 - Local School Wellness Policy	V-1000	The policy does not contain specific goals for other school-based activities. Goals should be more specific and measurable.	Develop goals for other school based activities.  Upload a copy of the new goals.
1000 - Local School Wellness Policy	V-1000	An assessment of the wellness policy has not been conducted.	Develop an assessment tool to evaluate the progress made in attaining the goals of the wellness policy.  Upload the tool.
1200 - Professional Standards	V-1200	Tracking of professional standard hours is not currently done.	Develop a tracking method and enter the data for the current school year.  Upload a copy of the tracking mechanism.
200 - Verification	V-0200	One application was verified incorrectly.	Change the status of the student from Free to Reduced, and send the family the letter of adverse action.  Upload the letter and proof of status change.
300 - Meal Counting and Claiming	V-0300	It is unknown how or when the attendance factor used was developed.	Develop a new attendance factor annually based on October data to be used from October to September or use the national attendance factor of 93.8%.  Upload an edit check report showing the new attendance factor. If the attendance factor was developed locally, also upload documentation of the calculation.
700 - Resource Management	V-0700	Procedures were not in place to ensure that only allowable costs were charged to the nonprofit foodservice account.	Develop a plan to ensure only allowable costs are charged to the foodservice account. Specifically address the areas of concern listed in the comptroller's investigative report: segregation of duties, purchase orders, disbursement and cash management procedures.

700 - Resource Management	V-0700	The SFA did not complete a PLE tool to establish prices.	Complete the missing tools up until this year to determine the appropriate pricing. If price increases are required, provide proof of price increase.  Upload tools.
800 - Civil Rights	V-0800	The menus posted online do not have the non-discrimination statement.	Add the non-discrimination statement to the menus.  Upload a copy of the menus.
Resource Mgt Comprehensive Review	V-RMCRF	Adult prices for both breakfast and lunch were insufficient.	Develop plan to continue to gradually increase prices to meet requirements.  Upload evidence of price change from this year, as well as the plan.
Resource Mgt Comprehensive Review	V-RMCRF	The SFA has not calculated its compliance with the revenue from non program food requirements.	Complete the calculation and upload.
Resource Mgt Comprehensive Review	V-RMCRF	The comptroller's audit report shows \$60,532 expenses that were unallowable and/or unreasonable.	Repay the nonprofit foodservice account \$60,532, the value of the unallowable expenses.  Upload proof of the transfer.

**Site - Level Findings: Oneida Elementary (0005)**

1400 - Food Safety	V-1400	Calibration logs indicated that one thermometer needed re-calibrated, but documentation was not recorded that the corrective action was completed.	Re-train staff on thermometer re-calibration, especially recording the corrective action.  Upload a copy of the sign-in sheet and agenda.
400 - Meal Components and Quantities - Breakfast	V-0400	Signage posted does not explain what constitutes a reimbursable meal.	Develop new signs that explain what constitutes a reimbursable breakfast and lunch including the requirement to take 1/2 cup fruit or vegetable and post.  Upload copies of new signs.