



**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

March 7, 2017

Dr. James Jones, Director  
Polk County Schools  
P.O. Box 665  
131 Stephens Street  
Benton, TN 37307

Dear Dr. Jones:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Polk County's National School Lunch Program and School Breakfast Program. This review was conducted the week February 6, 2017, with the exit date of March 5, 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 Polk County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than May 1, 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 Polk 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,

A handwritten signature in cursive script that reads "Phyllis M. Hodges".

Phyllis Hodges, State Director

**Polk County (700)**

**Review ID: 553**

**Exit Conference Date: 3/5/2017**

Review Year: 2017

Month of Review:

Lead Reviewer: Phyllis Hodges

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

1200 – Professional Standards	V-1200	Then hiring requirements for the SFA director were not met. The hired director does not meet the three-year school nutrition experience requirement.	Develop and follow a corrective action plan to ensure that the required school nutrition management experience is completed. The school nutrition director cannot be paid from the nonprofit school food service fund until the three year experience criteria is met.  Provide a copy of the plan as proof of corrective action.
1600 – School Breakfast and SFSP Outreach	V-1600	The SFA did not inform eligible families about the availability and location of free meals for students via summer feeding opportunities.	Provide information for summer feeding programs operating in surrounding counties if no programs are available in Polk County. Attach copies of materials that will be used to publicize the programs as proof of corrective action.
Resource Management Comprehensive Review	V-RMCRF	The adult meal price charged for breakfast and lunch in 2015-16 was not sufficient to cover the overall cost of the lunch. The formula for SFAs participating in Community Eligibility Provision was not utilized.	Determine the correct adult meal price for both breakfast and lunch for 2016-17 utilizing the established formula.  Provide documentation that the adult meal price is changed within the timeline for corrective action OR provide a plan that establishes a time-line for adjusting those prices.

**Site – Level Findings: Copper Basin High School (0015)**

400 – Meal	V-0400	The whole grain	Revise the high school breakfast
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Components and Quantities – Breakfast		requirement was not met. Less than 50% of the total grain offerings for the week were whole grain rich.	menus to include a minimum of 50% of the grain credits from whole grain rich sources. Upload a copy of the revised menu with crediting documentation attached.
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**Site – Level Findings: South Polk Elementary (0057)**

1100 – Smart Snacks in School	V-1100	A non-compliant item was sold during the review month.	Discontinue sale of non-compliant item and notify vendor to remove it from ordering list.  Upload correspondence with vendor notifying them of the change.
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