



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 30, 2018

Dr. Chris Causey
Robertson County Schools
800 M.S. Couts Boulevard, Suite 1
Springfield, TN 37172

Dear Director Causey:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Robertson County's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 12, 2018, with the exit date of February 16, 2018. 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 March 23, 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 Robertson 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 our office at (800) 354-3663.

Sincerely,

Jody Baruth,

State Director
School Nutrition Program

Robertson County (740)

Review ID: 863

Exit Conference Date: 2/16/2018

Review Year: 2018

Month of Review: January

Lead Reviewer: Michael Bishop

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

700 - Resource Management (2018)	V-0700	The SFA's expenses in their most recent audit report did not match expenses in the state agency financial report.	Investigate the difference in expenses between the audit report and the TMAC financial report. Upload documentation of your findings and contact the state agency to correct the TMAC financial report. Also upload documentation of a process to ensure that SFA expenses are booked in the same manner as the contracted auditor.
800 - Civil Rights	V-0800	Signage posted outside the cafeteria did not have the correct non-discrimination statement.	Correct signage and upload a photo of the corrected sign.

Site - Level Findings: Greenbrier Middle (0038)

1400 - Food Safety	V-1400	Hand washing and glove use practices observed on the day of review did not follow HACCP principles.	Train staff on proper glove use and hand washing procedures, and upload a copy of the agenda and sign in sheet from the training.
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Site - Level Findings: Westside Elementary (0085)

400 - Meal Components and Quantities - Breakfast	V-0400	Signage did not include language that breakfast meals must include a fruit or vegetable.	Modify signage to include the requirement regarding a fruit or vegetable and upload a photo of the corrected sign.
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