



December 16, 2024

Dr. Lisa Norris
South Carroll County Special School District
145 Clarksburg Rd
Huntingdon, TN 38344-0145

Dear Dr. Norris

Please find attached the summary review of findings from the School Nutrition Program's 2024-25 fiscal year administrative review of South Carroll County Special School District's National School Lunch Program and School Breakfast Program. This review was conducted the week of December 9, 2024, with the exit date of December 10, 2024. 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 must 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 district improve the program. They are also available in the "Compliance" section in TMAC.

During the review, a finding in section **2100: Special Provision Options** requires fiscal action due to a change in the Community Eligibility claiming percentage. More details about this action will be forthcoming once corrective action is complete. All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than January 24, 2025. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me to discuss the next steps. 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 further fiscal action.

Upon receipt of South Carroll County Special School District'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,

A handwritten signature in blue ink that reads 'Joshua Nunnally'.

Joshua Nunnally
State Director of School Nutrition
Tennessee Department of Education School Nutrition Program

South Carroll County Special School District (095)

Review ID: 3679

Exit Conference Date: 12/10/2024

Review Year: 2024-2025

Month of Review: November

Lead Reviewer: Michael Bishop

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

SFA - Level Findings

RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the School Food Authority did not assess its compliance with the Revenue from Nonprogram Foods requirements.	Assess compliance with the Revenue from Nonprogram Foods requirements for at least a five-day period. Upload documentation to demonstrate compliance. A sample tracking tool and instructions are attached in Review Attachments.
1000 - Local School Wellness Policy	V-1000	An assessment was not conducted.	Assess the wellness policy and upload the assessment. Create a plan to ensure the wellness policy assessment is conducted and who will be responsible.
2100 - Special Provision Options	V-2100	Observed documentation supporting the Identified Student Percentages were incorrect.	Various students were counted twice as Directly Certified - once as DC Other - Homeless, and again as DC SNAP. This reduced the final number of Identified Students from 166 to 160. The enrollment used in the ISP calculation was correct. Attach appropriate documentation to support correct Identified Student Percentages (ISP). Ensure all students identified as DC are correctly identified in the software program or paper lists. Correct the ISP data in TMAC>Applications>Community Eligibility Provision Site List. Revise the SFA Application Packet - site application, and CEP Schedule - and resubmit the packet for approval by the NW TN Regional Nutrition Consultant.
1000 - Local School Wellness Policy	V-1000	Observed the minimum required elements were not all included in the wellness policy.	Update policy or create a procedure to ensure the following components are addressed in the Local Wellness Policy (LWP): The policy must include language that outlines the triennial assessment. At least once every three years, the following is measured and made available to the public: the extent to which schools comply with the LWP, the extent to which the LWP compares to model local school wellness policies, and the progress made in attaining the goals of the LWP. The policy must include standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties or classroom snacks brought by parents). The policy must include requirements for marketing and advertising of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards on the school campus during the school day. The Alliance for a Healthier Generation policy model is a compliant policy model created in partnership with USDA as a resource

			for SFAs. It is also attached. Upload documentation in the corrective action document.
--	--	--	--

Site - Level Findings: Clarksburg School (0005)

400 - Meal Components and Quantities - Lunch	V-0400	Observed the minimum daily quantity requirements were not met.	Find a suitable replacement for the 1 ounce equivalent garlic bread served for lunch on 12/11/2024 in order to increase the daily amount of grains to 2 ounce equivalents. Alternatives may includes serving a larger garlic bread or other stand-alone grain product, serving a breaded entree item along with the 1 ounce garlic bread, or serving the planned grilled chicken filet as a sandwich with a 2 ounce equivalent bun. Upload documentation to demonstrate compliance.
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Retrain cafeteria staff on proper temperature logging procedures for cooling foods; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a week of temperature cooling logs after corrective action has occurred to demonstrate compliance with standard operating procedure (SOP).