



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 27, 2017

Dr. Dan Lawson, Director
Tullahoma City Schools
510 South Jackson Street
Tullahoma, TN 37388-3468

Dear Dr. Lawson:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Tullahoma City's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 23, 2017 with the exit date January 26, 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 Tullahoma City shall be documented, supported, and listed in the "Compliance" section in TMAC no later than February 24, 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 Tullahoma City'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

Tullahoma City (162)
Review ID: 558
Exit Conference Date: 1/26/2017

Review Year: 2017

Month of Review: December

Lead Reviewer: Kristen Nauss

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

SFA - Level Findings

800 - Civil Rights	V-0800	Notifications to households for certification and benefit issuance utilized the incorrect statement.	Update the template for the notification letters with the correct statement. Upload the revised letter to demonstrate compliance.
--------------------	--------	--	--

Site - Level Findings: East Middle School (0015)

1100 - Smart Snacks in School	V-1100	A non-compliant snack item was sold a la carte.	Discontinue sale of the non-compliant item. Upload email to vendor requesting these be removed from the ordering form.
1400 - Food Safety	V-1400	Hot holding temperature logs did not indicate corrective action was taken when temperatures dropped below 135 degrees.	Retrain staff on hot holding standard operating procedure (SOP) to ensure corrective action is documented on temperature logs. Upload training agenda and sign-in sheet.

Site - Level Findings: East Lincoln Elementary (0020)

1400 - Food Safety	V-1400	Chemicals were found in unlabeled containers.	Discard chemicals or label the containers. Upload photo of corrective action.
400 - Meal Components and Quantities - Lunch	V-0400	Sack lunches were served for a field trip that only contained 1/2 cup vegetable.	Update the sack lunch recipe to include the minimum daily requirement of 3/4 cup vegetable. Upload the new sack lunch recipe.