



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 31, 2018

Mr. Dexter Williams
West Carroll Special Schools
1415 Hwy 77
Atwood, TN 38220

Dear Director Williams:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of West Carroll's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 19, 2018, with the exit date of March 22, 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 April 30, 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 West Carroll'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

West Carroll Co SSD (097)

Review ID: 794

Exit Conference Date: 3/22/2018

Review Year: 2018

Month of Review: January

Lead Reviewer: Chris Crutcher

Area	Findings ID	Finding Description	Required Corrective Action
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Site - Level Findings: West Carroll Primary (0020)

1400 - Food Safety	V-1400	The SFA's receiving and storage standard operating procedures were not properly implemented.	Dented cans were observed in the dry storage area. Retrain staff on the Receiving and Storage SOP. Upload a copy of the SOP with signatures of staff members who attended the training.
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