



BILL HASLAM
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

CANDICE MCQUEEN
COMMISSIONER

November 14, 2016

Lauren Bobrowski, Director
Helen Ross McNabb-Gateway Center
3845 Holston College Road
Louisville, TN 37777

Dear Ms. Bobrowski:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Helen Ross McNabb-Gateway Center's National School Lunch Program and School Breakfast Program. This review was conducted the week of October 10, 2016, with the exit date of October 31, 2016. 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 Helen Ross McNabb-Gateway Center shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 16, 2016. 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 Helen Ross McNabb-Gateway Center'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,

Phyllis Hodges, State Director

Helen Ross McNabb-Gateway Center (R340)

Review ID: 579

Exit Conference Date: 10/31/2016

Review Year: 2017

Month of Review: August

Lead Reviewer: Clint Hufford

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

1000 - Local School Wellness Policy	V-1000	Helen Ross McNabb did not have a wellness policy.	Create a wellness policy that is detailed to the wellness needs of the facility and students. A sample wellness policy is available at the below link: http://www.fns.usda.gov/tn/implementation-tools-and-resources .
1200 - Professional Standards	V-1200	No food safety training was completed within 30 days of being hired.	Complete a food safety training and submit a copy of the certificate/proof of completion. A food safety training can be found and completed online at nfsmi.org .
1200 - Professional Standards	V-1200	Additional employee who helps with breakfast in the morning, was not aware he needed professional standard training hours.	Complete the required four (4) hours of professional standard training hours and submit proof of completion OR submit an action plan of the course(s) and hours that will be obtained during this school year, July 1, 2016- June 30, 2017.
1500 - Reporting and Recordkeeping	V-1500	Records were not being kept and could not be found dating back to the previous three (3) years. Jessica has since been trained and taught that records must be maintained for the past three years, plus the current school year.	Create and submit a plan to retain all school nutrition documentation for three (3) years, plus the current school year.

Site - Level Findings: Gateway Center (0010)

1300 - Water	V-1300	Water was not available to the students at breakfast.	Provide water to the students at breakfast.
1400 - Food Safety	V-1400	There is no HACCP plan available for the one site RCCI.	Create and implement a HACCP plan for the food service department. More information regarding the HACCP plan, including a sample HACCP plan that can be customized per serving site, is located at: https://www.tn.gov/education/article/snp-haccp .
1400 - Food Safety	V-1400	The most recent food safety inspection report is not being publicly posted.	Post the most current food safety inspection report so students can view the results.
1400 - Food Safety	V-1400	Food safety temperatures have not been conducted.	Implement the taking of temperatures for food items and record those temperatures on temperature logs. With the incorporation of a HACCP plan, temperature logs and operating procedures will also be available in the sample HACCP plan, via: https://www.tn.gov/education/article/snp-haccp
1400 - Food Safety	V-1400	Food items in the cooler, dry storage, and freezer were not dated.	Date all food items to ensure they are safe to consume and also to help manage FIFO (first in, first out) inventory.
1400 - Food Safety	V-1400	Pineapple and tropical fruit salad is a product of Thailand, peaches are from Greece, and mandarin oranges are from China. None of these items were listed on the Buy American waiver. A Buy American waiver isn't on file.	Attach updated Buy American exception that includes: tropical fruit salad, pineapple chunks, peaches, and mandarin oranges, or attach domestic alternative.
1700 - Afterschool Snack	V-1700	Snack counts are not being accurately recorded.	Track afterschool snack counts daily to ensure accurate compliance indicating what boys took a snack.
1700 - Afterschool Snack	V-1700	Meal crediting was not accurate for all menu items. Examples include: one apple or banana does not credit as 1 cup as stated on the production	Update production records and accurately indicate the correct crediting information for each menu item.

		record. Also, the amount of peanut butter offered needs to be documented.	
300 - Meal Counting and Claiming - Lunch	V-0300	The meals counts for each day for the month of August were not added correctly compared to the monthly claim numbers.	Revise your August lunch meal numbers to reflect the accurate lunches provided, which is 499. Ensure the daily meal counts are correctly added up to give an accurate monthly meal count total which you will submit for your claim.
400 - Meal Components and Quantities - Breakfast	V-0400	Four different varieties of cereal are being offered to the students every day. Of those four different cereals, only one is whole grain. Cereal is not on the whole grain waiver that has been submitted. The whole grain requirement is thus not being followed at breakfast.	Offer cereals that are only whole grain cereals or update and resubmit the whole grain waiver in which two cereals only have to be whole grain to meet the minimum 50% whole grain weekly requirement.
400 - Meal Components and Quantities - Breakfast	V-0400	Cereal was being poured by the students and there was not a limit to the amount they were taking. All students were pouring themselves more than the planned amount.	Establish a procedure that will keep the students to only have the amount that is planned for the day.
400 - Meal Components and Quantities - Breakfast	V-0400	Only 1% milk was being offered.	Offer two different types of milk. Examples include: 1% and low fat chocolate, 1% and fat free white milk, fat free white milk and low fat chocolate, etc.
400 - Meal Components and Quantities - Breakfast	V-0400	There was no signage available showing what a reimbursable meal is.	Post a reimbursable meal sign to show the choices the students are allowed to have for breakfast.
400 - Meal Components and Quantities - Breakfast	V-0400	Food items listed on the production records are not accurately credited. For example, the chicken for the chicken and biscuit credits as .75 oz. meat/ meat alternate (m/ma) based on the product formulation statement. The production record is	Update menu and production records to accurately indicate the food items being offered and how much each food item credits towards the meal pattern.

		documented as 2 oz. m/ma, which is inaccurate.	
400 - Meal Components and Quantities - Lunch	V-0400	The croissant being offered on the day of review was not whole grain and was not on the waiver. All grain items offered over the course of the week were not whole grain and were also not on the whole grain waiver.	Update the menu to ensure all grain items offered are whole grain rich OR are added to the whole grain exception. Even with the whole grain expectation, all grain item offerings need to be 50% whole grain items over the course of the week.
400 - Meal Components and Quantities - Lunch	V-0400	The turkey being offered on the turkey and cheese sandwich did not have any crediting information to support how it is crediting towards the meal pattern.	Gather correct crediting documentation to show how the turkey credits towards the meal pattern or remove the turkey from the menu.
400 - Meal Components and Quantities - Lunch	V-0400	The chocolate milk that was available to the students was 1% chocolate milk.	Remove the 1% chocolate and offer chocolate milk that is fat free.
400 - Meal Components and Quantities - Lunch	V-0400	Crediting information was not available for the entree items for the review week. This was the same week that was used when observing on-site. Due to crediting information not being available, the crediting portion of the production records was not accurate. All meal components were being offered daily, the crediting documentation was just not available.	Obtain crediting information for entree items currently on the menu OR update the menu with items in which you can gather crediting information. State agency needs to see how the entree items are crediting towards the meal pattern.
400 - Meal Components and Quantities - Lunch	V-0400	The dark green vegetable subgroup was not offered at all during the review period and the red/orange vegetable subgroup was shy of the required weekly offering.	Update the menu to ensure that all weekly vegetable subgroups are met over the course of the week; in particular the dark green and red/orange vegetable subgroups since they are currently out of compliance.