



**BILL LEE**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**LIZZETTE REYNOLDS**  
COMMISSIONER

March 15, 2024

Mrs. Bonnie Patterson  
Cannon County Schools  
301 West Main Street  
Woodbury, TN 37190-1100

Dear Mrs. Patterson:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Cannon County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of March 11, 2024, with the exit date of March 13, 2024. The attached 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.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than April 12, 2024. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me, to discuss 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 fiscal action.

Upon receipt of Cannon 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,

Bill Byford  
State Director of School Nutrition  
School Nutrition Program

**Cannon County (080)**

**Review ID: 3631**

**Exit Conference Date: 3/13/2024**

**Review Year: 2023-2024**

**Month of Review: January**

**Lead Reviewer: Lindsay Baldwin**

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

**SFA - Level Findings**

RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the SFA did not price adult meals sufficiently. The price is currently at \$3.75 and needs to be a minimum of \$4.67 to be compliant.	Upload documentation to show that actions were taken to sufficiently increase adult meal prices to charge at or above the minimum price.
1000 - Local School Wellness Policy	V-1000	Observed that the minimum required elements were not included in the wellness policy.	Update the wellness policy to make it specific to the SFA. Upload a copy of the updated wellness policy.

**Site - Level Findings: Cannon South Elementary School (0019)**

800 - Civil Rights	V-0800	Observed that the old And Justice For All Poster was posted.	Post the most current And Justice for All Poster in a visible location. Upload a picture to show where it has been posted.
300 - Meal Counting and Claiming - Breakfast	V-0300	Observed that the cashier was taking tray counts at the end of service instead of counting the student's reimbursable meal at the point-of-service.	Conduct a meal counting and claiming training with the cashier and any other staff members who are responsible for counting and claiming meals. Upload a copy of the training and sign-in sheets.
Infant and Pre-K Meal Pattern Checklist - Breakfast	V-IMPCCB	Observed that pre-k was being served grain based desserts twice a week for breakfast.	Retrain staff on the pre-k breakfast meal pattern. Upload a copy of the training and sign-in sheets as proof of compliance.
1400 - Food Safety	V-1400	Observed HACCP plan and SOPs are not current to SY 23/24 and SOPs are general, not personalized for Cannon Co.	Update HACCP plan to reflect more current dates and personalization for SOPs to reflect the districts policies. Upload a copy of the updated HACCP plan.
1400 - Food Safety	V-1400	Observed on-site storage violations of expired food in the dry storage area.	Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration and freezer storage. Upload agenda, sign-in sheets and discard log to demonstrate compliance has been trained.