



BILL LEE
GOVERNOR

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

PENNY SCHWINN
COMMISSIONER

April 20, 2023

Frayser Community Schools
1530 Dellwood Ave.
Memphis, TN 38127-7265

Dear Director White:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Frayser Community Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of April 3, 2023, with the exit date of April 5, 2023. 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 May 22, 2023. 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 Frayser Community Schools' 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

Frayser Community Schools (C138)

Review ID: 3479

Exit Conference Date: 3/24/2023

Review Year: 2022-2023

Month of Review: February

Lead Reviewer: Tami Simpson

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

FSMC	V-4100	<p>FeedWells - The School Food Authority (SFA) did not have an established advisory board and was not able to provide documentation detailing how the advisory board provided assistance in menu planning. Their contract states the SFA will establish an advisory board per 7 CFR 210.16(a)(8). The SFA must ensure that an advisory board composed of parents, teachers, and students to assist in menu planning is established and maintained.</p>	<p>FeedWells - Establish an advisory board and hold the first meeting to execute the requirements stipulated in the contract with School Food Authorities' Food Service Management Company. Send board minutes and sign-in sheet to complete corrective action.</p>
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Frayser Community Schools (C138)

Review ID: 3616

Exit Conference Date: 4/5/2023

Review Year: 2022-2023

Month of Review: February

Lead Reviewer: Tami Simpson

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

1000 - Local School Wellness Policy	V-1000	1000, Variation 1: The School Food Authority was unable to provide a copy of the current local wellness policy.	1000, Variation 1-CA: Create a local wellness policy using the current guidelines and regulatory requirements. Upload a copy of the wellness policy.
900 - SFA On Site Monitoring	V-0900	On site monitoring requirements were not met. On site monitoring for breakfast and lunch was not conducted.	Complete the attached on-site monitoring forms for each site for breakfast and lunch. Upload a copy of each form to demonstrate compliance.

Site - Level Findings: Westside Middle School (ASD) (0010)

400 - Meal Components and Quantities - Lunch	V-0400	Observed production records and other supporting documentation did not indicate that the required quantities of food were available.	Production records from the review period contained the following discrepancies and missing information: the Beans/Peas/Legumes vegetable subgroup was missing from the first and third week of production records; vegetable were measured by weight instead of volume; baked beans were credited simultaneously as a Meat/Meat Alternate and a Vegetable component; potato chips are included as an extra; the Starchy vegetable subgroup is missing from the second and third week of production records. The recipe for the entree salad did not include bulk amounts or serving size for cheddar cheese. Deli turkey was omitted from the recipe. Serving size/amounts were not included for the Romaine, green leaf, and iceberg lettuce. Upload one week
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			of lunch production records from the month of April that correct the discrepancies mentioned above. Revise the entree salad recipe. Correct all discrepancies above. Upload the revised recipe along with a product formulation statement or CN Label for the deli turkey.
1700 - Afterschool Snack	V-1700	Observed that the School Food Authority's After School Snack Program was not monitored within the first 4 weeks of operation.	Complete the attached After School Snack Program monitoring form for all snack sites. Upload a copy to demonstrate compliance.
1700 - Afterschool Snack	V-1700	Observed the same number of snacks claimed each day for the review period.	Provide training to the after school snack staff on claiming after school snacks. Upload agenda and signature of staff trained for after school snack claiming.
1400 - Food Safety	V-1400	Observed the SFA's food safety plan was not properly implemented.	Food was not date marked per the food safety plan. Train kitchen staff to date mark food items in all storage areas per the appropriate standard operating procedure in the food safety plan. Upload an agenda and sign in sheet to demonstrate compliance.
1400 - Food Safety	V-1400	1408: Observed selected relevant temperature logs were not available for review.	1408-CA: Retrain cafeteria staff on proper temperature logging procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a temperature log of each type of temperature log after corrective action has occurred to demonstrate compliance with standard operating procedure (SOP).