



BILL LEE
GOVERNOR

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

PENNY SCHWINN
COMMISSIONER

April 6, 2023

Ms. Charlotte Mullins
Hancock County Schools
418 Harrison St.
Sneedville, TN. 37869-0629

Dear Director Mullins:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Hancock County 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 4, 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 the Hancock County 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

Hancock County (340)

Review ID: 3454

Exit Conference Date: 4/5/2023

Review Year: 2022-2023

Month of Review: February

Lead Reviewer: Frankie Norton

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

1400 - Food Safety	V-1400	Observed food items that did not comply with Buy American regulation.	Train staff to recognize country of origin when receiving food items. Provide staff with a list of items that are exempt from Buy American regulations per the School Food Authority's Buy American contract provisions. Upload the exempted item list, training agenda, and training sign-in sheet as evidence of compliance.
1000 - Local School Wellness Policy	V-1000	The minimum required elements were not all included in the local wellness policy.	Revise the local wellness policy to include the required content. Upload a revised copy of the wellness policy as evidence of compliance.

Site - Level Findings: Hancock County Elementary (0020)

1700 - Afterschool Snack	V-1700	Observed that the meal service operation was not in compliance with all program requirements. The snack menu did not list the full menu and the production records did not contain planned portions, actual servings or component crediting information.	Develop a complete afterschool snack menu and accompanying production records that include all required elements. Upload a week of completed production records and menu as evidence of compliance.
Infant and Pre-K Meal Pattern Checklist - Breakfast	V-IMPCB	Observed grain-based desserts were listed on the menu for preschool students who were not comingled.	Develop a menu and production records specific to the preschool meal pattern requirements. Upload a preschool compliant menu and a week of completed production records as evidence of compliance.
1700 - Afterschool Snack	V-1700	Observed the crediting documentation provided for one item listed on the menu indicated it did not credit for child nutrition programs, and another item indicated the quantity they had served credited for an insufficient amount.	Provide the manager with a list of items from the grocery bid to use for the afterschool snack menu. Include required quantities of each item to be served to meet the meal pattern. Train the manager on the Afterschool Meal Pattern. Upload a copy of the Afterschool Snack menu, list of creditable items, training agenda, and training sign-in sheet as evidence of compliance.