



BILL LEE
GOVERNOR

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

PENNY SCHWINN
COMMISSIONER

May 1, 2023

Dr. Bruce Borchers
Oak Ridge City Schools
304 New York Avenue
Oak Ridge, TN 37830-5217

Dear Dr. Borchers:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Oak Ridge City Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of April 24, 2023, with the exit date of April 28, 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 30, 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 Oak Ridge City'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

Oak Ridge City (012)

Review ID: 3586

Exit Conference Date: 4/28/2023

Review Year: 2022-2023

Month of Review: March

Lead Reviewer: Leslea Miller

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

100 - Certification and Benefit Issuance	V-0100	Observed household notification of eligibility letter does not contain all required information.	Update the notification of eligibility letter to include all required information. Upload updated letter.
100 - Certification and Benefit Issuance	V-0100	Observed the SFA did not provide households with instructions for how to complete the free and reduced meal application or the frequently asked questions document.	Develop a set of instructions for how to complete the free and reduced meal application. Provide households with the application instructions and the frequently asked questions document when you distribute meal applications. Upload the document(s).
1000 - Local School Wellness Policy	V-1000	Observed the minimum required elements were not all included in the wellness policy.	Visit https://www.fns.usda.gov/tn/local-school-wellness-policy to review required content, and revise the local school wellness policy to include the required content. Upload a revised copy of the wellness policy
100 - Certification and Benefit Issuance	V-0100	Observed the SFA did not accurately transfer the correct benefit from the eligibility determination document to the benefit issuance document for four applications. Observed one student's application could not be found because an application was not submitted and SFA did not update carryover from previous year's eligibility.	Update the benefit issuance document to reflect the correct benefit. Upload the updated document.
100 - Certification and Benefit Issuance	V-0100	Observed that the denial letter did not contain all of the required information.	Update the denial letter to include all required information. Upload the letter.
100 - Certification and Benefit Issuance	V-0100	Observed that the notification letter for directly certified students did not contain all of the required elements.	Use the prototype to draft a notification letter or update your existing letter. Upload a copy of the notification letter to demonstrate compliance.
100 - Certification and Benefit Issuance	V-0100	Observed two applications were not approved correctly.	Update the benefit issuance to reflect the correct eligibility benefit. Upload the documents. SFA corrected while SA onsite.