



BILL LEE
GOVERNOR

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

PENNY SCHWINN
COMMISSIONER

April 26, 2019

Dr. Norma Gerrell
Paris Special School District
1219 Highway 641 South
Paris, TN 38242-3494

Dear Director Gerrell:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Paris Special's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 18, 2019, with the exit date of March 20, 2019. 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 shall be documented and supported in the "Compliance" section in TMAC no later than April 22, 2019. 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 Paris Special'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,

Sandy Dawes
State Director
School Nutrition Program

Paris SSD (401)

Review ID: 1040

Exit Conference Date: 3/20/2019

Review Year: 2019

Month of Review: January

Lead Reviewer: Randa Meade

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

100 - Certification and Benefit Issuance	V-0100	Certification and benefit issuance requirements were not met. Two students in the review sample were incorrectly approved for benefits.	Change the status of each student on the benefit issuance document and send the households a notice of benefit change. Upload the letter to demonstrate compliance.
RMCR - Revenue From Nonprogram Foods	V-RMCR	The total food cost of meals provided to teachers during lunch could not be validated. The calculation for the average cost of meals on the reimbursable meal line of \$1.80 was available, but teachers also had access to a salad bar and the cost of food on the salad bar was not included in the average teacher meal cost.	Calculate the cost of meals available to teachers that includes the salad bar to assess whether the charged price of \$2.25 is sufficient to cover the cost of the meal. If the meal cost is higher than the charged price, raise the teacher meal price. Upload documentation demonstrating the new meal costing data, and if needed, documentation demonstrating a new teacher meal price.

Site - Level Findings: Paris Elementary (0020)

1400 - Food Safety	V-1400	The food safety plan was not properly implemented. Some foods observed on the day of review in storage were not dated, and first in, first out (FIFO) inventory management could not be confirmed.	Retrain staff on proper storage procedures. Upload a copy of the agenda and training roster for proof of compliance.
800 - Civil Rights	V-0800	Civil rights requirements were not met. On the day of review, third grade students were segregated by gender in the dining area during the lunch period. Students were required to sit at each table alternating by gender.	Provide training to the dining area monitors and/or staff program to ensure benefits are made available to all children without discrimination. For proof of compliance, upload a training roster, training agenda, and letter of affirmation from the school principal or director of schools indicating this procedure has been discontinued.