



**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

November 21, 2019

Mrs. Jennifer Fields  
Campbell County Schools  
172 Valley St.  
Jacksboro, TN 37757-2581

Dear Director Fields:

Please find attached the summary review of findings from the School Nutrition Program's 2019-20 fiscal year administrative review of Campbell County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 4, 2019, with the exit date of November 8, 2019. 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 December 6, 2019. During this timeframe, if you find 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 potential fiscal action.

Upon receipt of Campbell 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,

Sandy Dawes  
State Director  
School Nutrition Program



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**Campbell County (070)**

**Review ID: 1836**

**Exit Conference Date: 11/8/2019**

**Review Year: 2019-2020**

**Month of Review: September**

**Lead Reviewer: Frankie Norton**

Area	Findings ID	Finding Description	Required Corrective Action
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**Site - Level Findings: Jacksboro Middle School (0065)**

1400 - Food Safety	V-1400	1406: Temperature logs for selected dates were available for review but were incomplete.	Retrain staff on proper documentation of temperatures using temperature logs using the HACCP SOP's, found in your Food Safety Plan, listed below. Upload agenda and sign-in sheets to document the training as well as one week of correctly completed temperature logs. -Storage -Cooking Time/Temperature Control for Safety (TCS) Foods -Holding Hot and Cold Time/Temperature Control for Safety (TCS) Foods -Cooling Time/Temperature Control for Safety (TCS) Foods -Serving Food
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