



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

February 23, 2022

Timothy Watkins
Obion County Schools
1700 N. Fifth Street
Union City, TN 38261-1723

Dear Director Watkins:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Obion County Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of January 24, 2022, with the exit date of January 26, 2022. 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 February 28, 2022. 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 Obion 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

Obion County (660)

Review ID: 2107

Exit Conference Date:

Review Year: 2021-2022

Month of Review: December

Lead Reviewer: Tami Simpson

Area	Findings ID	Finding Description	Required Corrective Action
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Site - Level Findings: Ridgmont Elementary (0038)

1700 - Afterschool Snack	V-1700	1704: Observed that snack counts reviewed for the review period did not match those claimed for reimbursement. .	1705-CA: Provide training to staff for the parts of the meal service operation that were not in compliance (explain). Upload an agenda and sign-in sheet to demonstrate compliance.
300 - Meal Counting and Claiming - Breakfast	V-0300	318, Variation 1: Observed meals entered into the clicker before the students received them.	318, Variation 1-CA: Retrain cashier staff on proper counting and claiming procedures, to include that meals can only be counted when and where they are served to the student. Maintain training agenda and dated sign in sheet. Upload a copy of the procedure and training documentation to the Review Attachments module as evidence of compliance. For meals that must be picked up by a teacher/teacher aid rather than the students, provide a roster, with the students' names and the date and the type of meal (lunch or breakfast). The teacher/teacher aid will check off the roster as each student receives the meal. The teacher will bring the roster back to the cafeteria and then the meals will be entered into the Point-of-Sale system. The roster used to check off the meals must be kept as proof the meals were properly counted and claimed.

Site - Level Findings: South Fulton Elementary (0045)

500 - Offer versus Serve	V-0500	500: Observed Offer Versus Serve (OVS) was not properly implemented by reviewed school on the day of review.	500-CA: Retrain staff on the proper implementation of Offer Versus Serve. Upload agenda and sign in sheets from training as evidence of compliance.
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