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DEPARTMENT OF EDUCATION
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PENNY SCHWINN
COMMISSIONER

March 20, 2023

Mrs. Tutonial Williams
Shelby County Schools
3176 Jackson Avenue
Memphis, TN 38112-4801

Dear Director Williams:

Please find attached the summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Shelby County School's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 27, 2023, with the exit date of March 3, 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 April 3, 2023. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me, to discuss the 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 Shelby County School'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

Shelby County Schools (792)
Review ID: 3613
Exit Conference Date: 3/3/2023

Review Year: 2022-2023
Month of Review: January
Lead Reviewer: Audra Barron

Area
Findings ID
Finding Description
Required Corrective Action

SFA - Level Findings

1100 - Smart Snacks

V-1100

Informed by school nutrition staff that fundraisers are being held at schools where non-compliant items are being sold to students which do not meet smart snacks guidance and during meal service times causing low student participation.

Review the Tennessee State Board of Education Rules Chapter 0520-01-06-.4 Special Exemptions for Infrequent School-Sponsored Fundraisers and 7 CFR 210.11(b)(4) which also prohibits the sale of exempt items from being sold in competition with the school meals in the food service area during meal service with school administrators and central office personnel to reinforce guidelines and prevent reoccurrence. Upload sign in sheet and agenda with administrators and central office personnel to demonstrate compliance.

2100 - Special Provision Options

V-2100

Observed that some of the randomly selected identified students were not able to be verified on DC reports.

Identify school sites for each student not verified and remove those students from the identified student calculation.

2100 - Special Provision Options

V-2100

Observed insufficient documentation to support the Identified Student Percentages and claiming percentages at time of latest CEP approval.

Check each current and operating site for identified students and enrollment. For any inaccurate figures, modify the numbers in each site application packet based on data from 1/31/23 and resubmit for approval. Attach supporting documentation showing accurate data to support the Identified Student Percentages (ISP) numbers and enrollment figures and to establish correct claiming percentages.

300 - Meal Counting and Claiming

V-0300

Observed the SFA was not following their approved SFA-SA Agreement/application.

Review all site applications for accuracy. Modify and revise the sites with inaccurate information. Resubmit the corrected site applications for approval.

300 - Meal Counting and Claiming

V-0300

Observed that students were allowed to get second meals without payment, which does not follow the SFA's policy for second meals. Second meals were not claimed for reimbursement.

Retrain cafeteria staff on the policy for second meals, and communicate the second meal policy to households. Upload copies of the agenda, sign-in sheet, and communication that went out to households.

Site - Level Findings: Germantown Elementary (0105)

500 - Offer versus Serve

V-0500

500: Observed Offer Versus Serve (OVS) was not properly implemented by reviewed school on the day of review.

Retrain staff on the proper implementation of Offer Versus Serve, specifically when counts can be observed and recorded. Upload agenda and sign in sheets from training as evidence of compliance.

400 - Meal Components and Quantities - Breakfast

V-0400

Observed not all meals counted for reimbursement contained all meal components.

Conduct meal pattern training for staff. Upload a training agenda and sign-in sheet as documentation that the training occurred.

Infant and Pre-K Meal Pattern Checklist - Breakfast

V-IMPCB

Pre-K students were not co-mingled and were not required to take all components for a reimbursable breakfast.

Retrain staff on Pre-K meal serving procedures.

Site - Level Findings: Mt. Pisgah Middle (0140)

1400 - Food Safety

V-1400

The food safety plan stated that deli sandwich temperatures must be recorded on the "Time as a Public Health Control" (THPC) temperature log, however, temperatures were recorded on the hot holding and cold holding logs.

Retrain staff on SOP and update documentation of completed THPC log and completed training; or update SOP to reflect current practices if current practices are allowed by local food inspectors.

400 - Meal Components and Quantities - Lunch

V-0400

Day of meal observation did not indicate any issues with offer versus serve or reimbursable meals. However, production records were not accurately completed during the review period or day of review. Production records for the review period did not consistently reflect what was observed during day of review. For example, production records on the day of review indicated that there were no leftover servings of French fries; however, it was observed that French fries were left over.

Retrain manager on how to correctly complete production records. Upload documentation that manager has been trained and one week of completed production records.

Site - Level Findings: Ida B Wells Academy (2353)

800 - Civil Rights

V-0800

Observed the students being separated by gender when coming through the lunch meal service line.

Retrain cafeteria staff and monitors that separating students by gender is not allowable. Upload a copy of the training and sign-in sheet.

1400 - Food Safety

V-1400

Observed the SFA's food safety plan was not properly implemented. A share table was available but items were on the share table that were not allowable. The SOP for share tables states that only sealed unwanted items or fruit with an inedible peel will be placed on share tables. Milk was also on the share table but was not kept on ice.

Retrain cafeteria staff and cafeteria monitors on the share table SOP. Upload a copy of the sign-in sheet. Add a sign to the share table stating what is allowed to go on the table. Upload a picture of the sign showing where it has been added to the table.

400 - Meal Components and Quantities - Breakfast

V-0400

Observed on the production records from the review period that only orange juice was offered at breakfast.

Retrain staff on the breakfast meal pattern. Upload a copy of the training and sign-in sheet, and upload one week's worth of breakfast production records as proof of compliance.

Site - Level Findings: Compass Community School, Binghampton Campus (8190)

800 - Civil Rights

V-0800

811: "And Justice for All" poster was not visible to all students who receive school meals.

811-CA: Display an "And Justice for All" poster at the K-2 site so the poster is visible to all students participating in the school meal programs. Upload a photograph showing the poster displayed in an area visible to all participating students.

1400 - Food Safety

V-1400

Observed the SFA's food safety plan was not properly implemented. The HACCP plan states to place foods in the proper storage area (refrigerator or freezer) quickly to avoid bacterial growth and that cold hold for milk should be at 41 or below. Milk Cooler was 42.1 prior to opening and temperature logs for the month of February showed temperatures of 44 and 45.

Upload to TMAC a week's worth of temperature logs once milk cooler is repaired.

Site - Level Findings: Memphis School of Excellence Cordova (8304)

1300 - Water

V-1300

1300: Observed water requirements were not met. Free potable water was not available to students for breakfast.

1300-CA: Provide free potable water to all students for breakfast. Upload a picture demonstrating water has been made available during the meal service.