



BILL LEE
GOVERNOR

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

LIZZETTE REYNOLDS
COMMISSIONER

February 13, 2024

Mr. Troy Kilzer
Chester County Schools
970 East Main Street
Henderson, TN 38340-1707

Dear Superintendent Kilzer:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Chester County Schools' National School Lunch Program and School Breakfast Program. This review was conducted the week of February 5, 2024, with the exit date of February 8, 2024. 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 March 8, 2024. 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 of Chester 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,

Bill Byford
State Director of School Nutrition
School Nutrition Program

Chester County (120)
Review ID: 3643
Exit Conference Date: 2/8/24

Review Year: 2023-2024
Month of Review: January
Lead Reviewer: Audra Barron

Area
Findings ID
Finding Description
Required Corrective Action

SFA - Level Findings

900 - SFA On Site Monitoring

V-0900

On site monitoring forms were not completed.
Obtain required signatures on forms. Upload completed forms to demonstrate compliance.

1400 - Food Safety

V-1400

Buy American information, needed by staff when checking truck deliveries, was not stored on site.
Provide Buy American information on-site to staff. Upload a photo of Buy American posted in the cafeteria to demonstrate compliance.

RMCR - Revenue From Nonprogram Foods

V-RMCR

The SFA's total expenses percentage exceeded the total revenue percentage which requires the district to increase NPR revenue.
Increase non-program food revenue prices to ensure that revenue will be greater than expenses. Upload documentation to show higher revenue amounts from school year 22-23 compared to school year 23-24.

RMCR - Nonprofit School Food Srv Acct

V-RMCR

Unallowable expenses were found while reviewing the financial documentation.
Develop a procedure to collect money from staff in a circumstance that would elicit condolence gifts. Upload the procedure that includes a start date.

100 - Certification and Benefit Issuance

V-0100

Observed that one application was not completed in all required areas.
Contact the household to have all areas completed. Upload the completed application to demonstrate compliance.

Site - Level Findings: Chester County High School (0008)

400 - Meal Components and Quantities - Lunch

V-0400

Production records reviewed show a discrepancy in number of units prepared, served, and claimed, as well as over production.
Retrain staff on proper completion of production records, including pull sheet completion, and using production records to forecast amounts of food to prepare. Upload training roster and sign in sheet.