



**BILL HASLAM**  
GOVERNOR

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

**CANDICE MCQUEEN**  
COMMISSIONER

July 17, 2018

Mrs. Michelle Gilbert  
Hickman County Schools  
115 Murphree Avenue  
Centerville, TN 37033

Dear Director Gilbert:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Hickman County's National School Lunch Program and School Breakfast Program. This review was conducted the week of December 11, 2017, with the exit date of December 15, 2017. 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 March 24, 2018. 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 Hickman 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,

Jody Baruth,

State Director  
School Nutrition Program

**Hickman County (410)**

**Review ID: 788**

**Exit Conference Date: 12/15/2017**

Review Year: 2018

Month of Review: October

Lead Reviewer: Gary Gluch

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

1200 - Professional Standards	V-1200	Training requirements for cafeteria managers were not met and there was no plan available as to how the SFA would meet the requirements by the end of the school year.	Create a training plan for those employees that have not completed their training hours. For proof of compliance, attach the training plan, agendas and sign-in sheets along with the corrected training tracker
1200 - Professional Standards	V-1200	Training requirements for part-time staff was not met and there was no plan available as to how the SFA will meet the requirements by the end of the school year.	Create a training plan for those employees that have not completed their training hours. For proof of compliance, attach the training plan, agendas and sign-in sheets along with the corrected training tracker
1600 - School Breakfast and SFSP Outreach	V-1600	The School Food Authority (SFA) did not provide information concerning the School Breakfast Program (SBP) outreach.	Provide information via the website or other material that can be distributed to the district promoting the SBP. For proof of compliance, provide a copy of printed material used to promote SBP and/or a website link with correct SBP outreach information.

1600 - School Breakfast and SFSP Outreach	V-1600	The link on the SFAs website informing families about the availability and location of meals via the summer food service program (SFSP) was not up to date and went to a non-working website.	Update the website link and provide the corrected URL to demonstrate compliance.
700 - Resource Management	V-0700	Revenues and expenses for school year 2016-2017 (last audit report available for review) at the Food School Authority (SFA) level do not match the Local Education Agency (LEA) financial report and annual audit report.	Investigate the discrepancy to determine the variances between the 2016-2017 financial information in Tennessee Meals Accounting and Claiming (TMAC) vs. the 2016-2017 annual audit and contact the state agency to make appropriate adjustments.
800 - Civil Rights	V-0800	Although training was conducted for the cafeteria managers, there was not enough documentation on file to show that the required civil rights topics were covered for the entire staff.	Conduct civil rights training with all persons involved in the program, and include all required topics. Upload an agenda and sign in sheet once training has been completed.
800 - Civil Rights	V-0800	Program materials, online materials and menus sent home, did not contain the appropriate non-discrimination statement. The correct statement can be found at <a href="https://www.tn.gov/content/tn/education/snp-resources/snp-program-requirements/snp-civil-rights.html">https://www.tn.gov/content/tn/education/snp-resources/snp-program-requirements/snp-civil-rights.html</a>	Ensure the USDA's non-discrimination statement is up loaded to the school's website, and is on any program material that will be available for parents and students to view. Upload screen shot for proof of compliance regarding the district website and upload a copy of the January menu's.

**Site - Level Findings: East Hickman High School (0018)**

1400 - Food Safety	V-1400	The orange juice (USA, Brazil, Costa Rica and/or Mexico), apple juice (USA, Argentina, Brazil, China, Chile and/or New Zealand) and grape juice (USA, Argentina, Chile, Mexica and/or Spain) was non domestic. There was not documentation available	Obtain documentation from the vendor prior to receipt of a non-domestic product that indicates the country of origin, pricing
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		that indicated that the district made a decision to purchase and accept the non-domestic product either based on availability or costing analysis.	for domestic versus non-domestic product, and/or a statement indicating the product is not available in sufficient quantities domestically. Make the decision to receive or reject the product based on this information. For proof of compliance, upload the supporting documentation.
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**Site - Level Findings: Hickman County Senior High (0030)**

1100 - Smart Snacks in School	V-1100	Hickman County High School was selling a la carte items that were not Smart Snack compliant, which is in violation of the school district's wellness policy. A brand of cheddar and sour cream potato chips exceeded the sodium limit, 15.2 oz bottles of Orange Juice and Apple Juice exceeded the 10 oz serving size limit, two of the four juice pouch beverages were only 10% juice rather than 100% juice and a fruit snack was also noncompliant since the fruit serving ingredient was a puree concentrate.	Evaluate all items, including side items, sold as a la carte for smart snack compliance. Remove any items that are not compliant from the menu or the a la carte selection. Provide documentation that the a la carte items have been evaluated and menu changed where required. For proof of compliance, upload invoices and inventory sheets as documentation that the non-compliant beverages, chips and fruit snack have not been ordered and are no longer in stock. Upload a picture of both beverage coolers and chips racks.
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