



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 26, 2018

Mr. Bob Thomas
Knox County Schools
912 South Gay Street
Knoxville, TN 37901

Dear Director Thomas:

Please find attached the summary review of findings from the School Nutrition Program's 2017–18 fiscal year administrative review of Knox County's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 26, 2018, with the exit date of March 2, 2018. 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 April 30, 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 Knox 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

Knox County (470)

Review ID: 854

Exit Conference Date: 3/2/2018

Review Year: 2018

Month of Review: January

Lead Reviewer: Chris Crutcher

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

100 - Certification and Benefit Issuance	V-0100	Certification and benefit issuance requirement were not met when status changes occurred at the request of the household. No documentation was available to indicate why a status was changed for one application in the denied sample size.	Create a procedure to document status changes and upload procedure to demonstrate compliance.
200 - Verification	V-0200	The adverse action letter did not provide ten days notice or adequate time for a hearing request.	Update the verification adverse action letter template and upload a copy to demonstrate compliance.
700 - Resource Management (2018)	V-0700	Direct charges were being charged to the nonprofit food service account inappropriately. Trash removal and pest control were charged without an assessment of how much food service utilized these services in comparison to other district departments.	Conduct an assessment of trash usage and pest control to adjust the amount of direct cost that should be charged. Upload a copy of these plans to demonstrate compliance.
800 - Civil Rights	V-0800	The on-line free and reduced application did contain the current non-discrimination statement.	Contact the free and reduced software vendor and request the non-discrimination statement to be updated. Upload a screenshot of the updated statement to demonstrate compliance.

Site - Level Findings: Gibbs Elementary (0095)

1400 - Food Safety	V-1400	The food safety plan was not properly implemented. On the day of review, the chicken biscuit at breakfast and green peas at lunch were not hot holding above 135 degrees.	Consider alternate means of holding large quantities of food for a long period, such as half-pans, and/or contact maintenance to inspect holding units for proper operation. Upload a copy of the maintenance work order to demonstrate compliance.
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Site - Level Findings: Hardin Valley Academy (0126)

1100 - Smart Snacks in School (2018)	V-1100	Smart snack requirements were not met. On the day of review, hash browns and tater tots sold to students a la carte served as a side at lunch were not smart snack compliant.	Discontinue selling non-compliant potato products or replace with compliant products. Upload documentation indicating the discountenance of non-compliant products or documentation indicating a replacement product that is compliant.
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Site - Level Findings: South Knox Elementary (0265)

1700 - Afterschool Snack	V-1700	Afterschool snacks were not properly counted and claimed for review period. The summation of meal counts via the classroom records did not match the daily counts recorded on the monthly count sheet.	Develop a new method for recording meal counts to prevent claiming errors. Submit documentation to demonstrate this new method.
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