



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 26, 2024

Mr. Kurt Dronebarger
White County School District
576 Hale Street
Sparta, TN 38583-1301

Dear Mr. Dronebarger:

Please find the attached summary review of findings from the School Nutrition Program's 2023-2024 fiscal year administrative review of White County School District's National School Lunch Program and School Breakfast Program. This review was conducted the week of February 20, 2024, with the exit date of February 23, 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 27th, 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 White County School District'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

White County (930)

Review ID: 1832

Exit Conference Date: 2/23/2024

Review Year: 2023-2024

Month of Review: January

Lead Reviewer: Gary Gluch

| Area | Findings ID | Finding Description | Required Corrective Action |
|------|-------------|---------------------|----------------------------|
|------|-------------|---------------------|----------------------------|

SFA - Level Findings

| | | | |
|--------------------------------------|--------|--|--|
| 700 - Resource Management | V-0700 | Observed school staff members, who are not directly involved in the daily operation and administration of the school nutrition programs, receiving meals at no cost. | Revise the General Waiver Flexibility Form to reflect up to two custodians at each school, that are directly involved in the daily operation of the school nutrition programs, may be furnished a meal at no charge per FNS Instruction 782-5. Send the waiver to the State Director of School Nutrition for approval. Upload the director's approval email and waiver as proof of compliance. |
| RMCR - Revenue From Nonprogram Foods | V-RMCR | Observed that the adult lunch/breakfast meal price was not sufficient to cover the overall cost of the meal. | Raise the adult breakfast and lunch meal price to cover the overall cost of the meal per FNS Instruction 782-5. Upload email and screenshot as documentation to demonstrate compliance. |

Site - Level Findings: Doyle Elementary (0025)

| | | | |
|--------------------|--------|---|---|
| 1400 - Food Safety | V-1400 | Observed the SFA's food safety plan was not properly implemented. | Retrain cafeteria staff on proper Cleaning and Sanitizing Food Contact Surfaces procedures. Upload an agenda and sign-in sheets of trainees as documentation that this training has occurred. |
|--------------------|--------|---|---|

Site - Level Findings: Sparta-White County High (0040)

| | | | |
|--|--------|---|---|
| 1400 - Food Safety | V-1400 | Observed on-site (or off site) storage violations. | Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration and freezer storage. Upload agenda and sign-in sheets to demonstrate compliance has been trained. |
| 1400 - Food Safety | V-1400 | Observed the SFA's food safety plan was not properly implemented. | Upload agenda and sign-in sheets to demonstrate compliance has been trained in the areas of proper dishwashing using a 3-compartment sink, washing fresh fruits and vegetables, using suitable utensils when handling ready-to-eat foods including covering pre-washed fruit ready for service. |
| 300 - Meal Counting and Claiming - Lunch | V-0300 | Observed meals entered into the electronic POS before the students received them. | Implement a meal counting system that will result in correct meal counts for meals provided outside of the cafeteria. Train cashier staff on proper counting and claiming procedures using the meal counting system. Upload a copy of the |

| | | | |
|--|--|--|--|
| | | | monitoring plan, training agenda and sign-in sheet as proof of compliance. |
|--|--|--|--|