



**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

November 17, 2017

Mrs. Shawn Anderson, Director  
Word of Faith Christian Academy  
3528 Dr. Gene Crockett Avenue  
Memphis, TN 38111-5020

Dear Mrs. Anderson:

Please find attached the summary review of findings from the School Nutrition Program's 2017-18 fiscal year administrative review of Word of Faith Christian Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 6, 2017, with the exit date of November 8, 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 for Word of Faith Christian Academy shall be documented, supported, and listed in the "Compliance" section in TMAC no later than December 8, 2017. 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 Word of Faith Christian Academy'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 closing letter review within 30 calendar days.

If you have any questions or concerns, please contact Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

**Word of Faith Christian Academy (P800)**

**Review ID: 1388**

**Exit Conference Date: 11/8/2017**

Review Year: 2018

Month of Review: October

Lead Reviewer: Michael Bishop

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

**SFA - Level Findings**

|                               |        |  |  |
|-------------------------------|--------|--|--|
| 1200 - Professional Standards | V-1200 | Professional Standards training hours were not entered into a tracking mechanism.                        | Adopt a tracking mechanism for Professional Standards training hours and upload a copy of the tracking mechanism to show compliance. |
| 1400 - Food Safety            | V-1400 | The written food safety plan was out of date and did not reflect recent changes to Tennessee Food Law.   | Revise the food safety plan. Upload completed copies.  |
| 800 - Civil Rights            | V-0800 | The SFA did not use the correct USDA Food and Nutrition Service (FNS) non-discrimination (ND) statement. | Upload a copy of the Word of Faith Christian Academy's registration packet that shows the correct FNS ND statement.                  |

**Site - Level Findings: Word of Faith Christian Academy (0010)**

|  |        |   |  |
|--|--------|---|--|
| 1400 - Food Safety                       | V-1400 | Onsite storage violations were observed.  | Train staff on the Storage Standard Operating Procedure (SOP) on p. 33 of the State Agency HACCP/Food Safety Manual in Review Attachments and upload a copy of the SOP sign-in sheet.                        |
| 1400 - Food Safety                       | V-1400 | A review of food products indicated a violation of the Buy American provision.            | Upload a copy of the completed Buy American Certification form.  |
| 300 - Meal Counting and Claiming - Lunch | V-0300 | Total daily lunch counts for the review period did not match the claim for reimbursement. | Revamp the lunch counting process to ensure the final count is accurate and matches the claim for reimbursement.<br><br>Upload one week of lunch meal counting forms that include a certification signature. |