



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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BILL HASLAM
GOVERNOR

RAQUEL HATTER, MSW, Ed.D.
COMMISSIONER

MEMORANDUM

To: CACFP and SFSP Participants

From: Community Services, Leslie Schenk

Date: May 15, 2014

Re: Internal Audit

As a result of the Tennessee Single State Audit for 2013, the Department is requesting that all CACFP and SFSP participants conduct a self-study based on the following findings:

1. Institutions not maintaining eligibility documentation when closing (**please provide your policy and procedures for informing TDHS of closure and record retention/transfer along with compliance**) Finding Number 2013-13;
2. Submission of timely and acceptable Corrective Action Plans (**please provide your policy and procedures for ensuring CAPS are turned into TDHS within the specified time frame and meet the federal guidelines along with your history of compliance an anything that is outstanding**) Finding Number 2013-13
3. Submission of overpayments (**please provide your policy and procedures ensuring pay back of overpayments as identified during monitoring reviews along with history of compliance and anything that is outstanding**). Finding Number 2013-13
4. Submission of accurate numbers of meals served for reimbursement claims (**please provide your policy and procedures ensuring claims are accurate based on meals served. In addition please have a second person go over previously filed reimbursements for three months of FY 2013 to ensure accuracy and provide those results**) Finding Number 2013-15; Finding Number 2013-19
5. Institutions not maintaining eligibility applications for three years as well as the current fiscal year (**please provide your policy and procedures ensuring eligibility applications are**

maintained for 3 years as well as the current fiscal year to include compliance) Finding Number 2013-18

6. Inaccurate classification of feeding sites for At-Risk participants (If you are At-Risk please provide your policy and procedures for determining the classification of feeding sites as at-risk to ensure compliance) Finding Number 2013-19

7. Failure to comply with meal planning requirements **(Please provide your policy and procedures for meal planning and ensuring that all meals meet USDA requirements to include compliance. Please have someone review 3 months of menus)** Finding Number 2013-19

8. Sponsors and Institutions failing to comply with monitoring requirements **(Please provide your policy and procedures for monitoring requirements to include compliance with this requirement)** Finding Number 2013-19

9. Site supervisors were not properly trained **(Please provide your policy and procedures for training site supervisors along with information related to trainings such as sign in sheets and agendas)** Finding Number 2013-19

The Department of Human Services (DHS) is requesting all sub-recipients conduct internal audits to verify compliance with the standards listed above. The review should encompass information for FY 2013. Please submit your findings to our department by May 30, 2014.

Please route any questions to Leslie Schenk (615) 253-3957.

Thank you!
Leslie Schenk