



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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NASHVILLE, TN 37243-0375

PENNY SCHWINN
COMMISSIONER

May 13, 2019

Mr. Mark Florence
Benton County Schools
197 Briarwood Street
Camden, TN 38320-1398

Dear Director Florence:

Please find attached the summary review of findings from the School Nutrition Program's 2018–19 fiscal year administrative review of Benton County's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 18, 2019, with the exit date of March 21, 2019. 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 May 31, 2019. 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 Benton 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,

Sandy Dawes
State Director
School Nutrition Program

Benton County (030)

Review ID: 1069

Exit Conference Date: 3/21/2019

Review Year: 2019

Month of Review: February

Lead Reviewer: Audra Henderson

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 requirements were not met. One students in the review sample were incorrectly approved for benefits based on income.	Change the status of the student on the benefit issuance document and send the household a notice of benefit change. Upload the letter to demonstrate compliance.
100 - Certification and Benefit Issuance	V-0100	Certification and benefit issuance requirements were not met. One student in the review sample was directly certified but there was no documentation to support the determination.	Change the status of the student on the benefit issuance document and send the household a notice of benefit change. Upload the letter to demonstrate compliance.
700 - Resource Management	V-0700	Resource management requirements were not met. The 2017-18 annual revenues and expenses reported to the state agency did not match the Tennessee Comptroller's annual financial report.	Investigate the discrepancies and upload documentation that reflects the differences. Also, contact the state agency and request applicable revisions to the financial report.

Site - Level Findings: Camden Elementary (0020)

Infant and Pre-K Meal Pattern Checklist - Lunch	V-IMPCL	Meal pattern requirements for Pre-K students at lunch were not met. Pre-K students were co-mingled with other students and one meal pattern was served, but the Pre-K students were not allowed a milk choice.	Retrain cafeteria staff on the proper implementation of the meal pattern flexibility for co-mingled preschool meals. Upload an agenda and training roster to demonstrate compliance.
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Site - Level Findings: Camden Central High (0025)

1400 - Food Safety	V-1400	The food safety plan was not properly implemented. Cafeteria staff were observed wearing jewelry during meal preparation and meal service.	Retrain staff on proper personal hygiene and employee health procedures. Upload a copy of the agenda and training roster to demonstrate compliance.
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