



**BILL LEE**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**PENNY SCHWINN**  
COMMISSIONER

January 7, 2020

Father Boutros Boutros, Principal  
St. Clement Christian Academy  
476 McMurray Dr.  
Nashville, Texas 37211-5363

Dear Father Boutros:

Please find attached the summary review of findings from the School Nutrition Program's 2018-2019 fiscal year administrative review of St. Clement Christian Academy's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 28, 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 for Creative Life shall be documented, supported, and listed in the "Compliance" section in TMAC no later than . 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 St. Clement 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 closure letter closing the review within 30 calendar days.

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

Sincerely,

  
Sandy Dawes, State Director

**St. Clement Christian Academy (P510)**

**Review ID: 1795**

**Exit Conference Date:**

**Review Year:** 2018-2019

**Month of Review:** December

**Lead Reviewer:** Chris Crutcher

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

**SFA - Level Findings**

|  |        |  |   |
|--|--------|--|---|
| 100 - Certification and Benefit Issuance | V-0100 | Certification and benefit issuance requirements were not met. Eight students in the sample size were incorrectly approved for benefits based on income. Another 41 students in the sample size were approved for benefits correctly based on income, but the applications were missing required information. | Change the status of each student on the benefit issuance document and send each 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. Two students in review sample were approved for benefits correctly, but the approved benefit status was not transferred to the benefit issuance document correctly.  | Revise the benefit issuance document to reflect the correct benefit status of the two reviewed students.  |

**Site - Level Findings: St. Clements Christian Academy (0010)**

|  |        |   |  |
|--|--------|---|--|
| 300 - Meal Counting and Claiming - Lunch | V-0300 | Meal counting and claiming procedures were not met at lunch during the review period. Individual classroom counts were not consolidated correctly, which caused a net over claim of 46 meals. | Revise the December 2018 claim for reimbursement, decreasing the free meals by 31, decreasing the reduced meals by 19, and increasing the paid meals by 4. |
|--|--------|---|--|