



**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 25, 2022

Mr. Rob Britt  
Blount County Schools  
831 Grandview Drive  
Maryville, TN 37803

Dear Director Britt:

Please find attached the summary review of findings from the School Nutrition Program's 2021-2022 fiscal year administrative review of Blount County School's National School Lunch Program and School Breakfast Program. This review was conducted the week of January 10, 2022, with the exit date of January 12, 2022. 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 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.

During the review, a finding in section **300: Meal Counting and Claiming** requires fiscal action due to an error with the meal count consolidation process that resulted in an incorrect number of meals claimed. More details about this action will be forthcoming once corrective action is complete. All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than February 11, 2022. During this timeframe, if you find 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 further potential fiscal action.

Upon receipt of Blount County School'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

**Blount County (050)**

Review ID: 2096

Exit Conference Date: 1/12/2022

Review Year: 2021-2022

Month of Review: December

Lead Reviewer: Frankie Norton

Area	Findings ID	Finding Description	Required Corrective Action
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#### SFA - Level Findings

300 - Meal Counting and Claiming	V-0300	During the review period, one school was not claiming meals correctly. The meal counting documentation did not match the number of meals claimed. Errors indicate a flawed meal counting and claiming system.	Implement a meal consolidation procedure that will ensure all meal counts are transmitted from the sites to the central office for claiming. Upload a copy of the procedure to the Review Attachments module as evidence of compliance.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the School Food Authority's revenue ratio was less than its food cost ratio, and it did not take additional steps to sufficiently increase its nonprogram food prices, add sufficient funds to its nonprofit food service account, and/or take other actions to adequately resolve the noncompliance.	Upload documentation of one or more of the following - actions taken to sufficiently increase the nonprogram food prices, sufficient funds were added to the nonprofit food service account, and/or other actions were taken to adequately resolve the noncompliance.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the adult lunch meal price was not sufficient to cover the overall cost of the meal.	Raise the adult lunch meal price to cover the overall cost of the meal per FNS Instruction 782-5. Upload documentation to demonstrate compliance.
1000 - Local School Wellness Policy	V-1000	The local school wellness policy did not include all of the required provisions. Guidelines for food and beverage marketing were not included in the policy	Visit <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy">https://www.fns.usda.gov/tn/local-school-wellness-policy</a> to review required content and revise the local school wellness policy to include the required content. Upload a revised copy of the wellness policy

#### Site - Level Findings: Fairview Elementary (0045)

1400 - Food Safety	V-1400	Observed cooling logs were not available for review.	Retrain cafeteria staff on proper cooling foods procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a completed cooling foods log after corrective action has occurred to demonstrate compliance with standard operating procedure (SOP).
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#### Site - Level Findings: Middlesettments (0093)

1400 - Food Safety	V-1400	Observed on-site (or off site) storage violations. Some cases of food were stacked directly on floor in the walk-in freezer.	Retrain staff on the proper procedures for receiving and storing of food. Upload an agenda and sign-in sheets to demonstrate compliance. Also upload a photo of the walk-in freezer with items properly stored.
1400 - Food Safety	V-1400	Observed cooling logs were not available for review.	Retrain cafeteria staff on proper cooling foods procedures; attach an agenda and sign-in sheets of trainees as documentation that this training has occurred. Also, attach a completed cooling foods log after corrective action has occurred to demonstrate compliance with standard operating procedure (SOP).