



**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

April 25, 2017

Mr. Jacob Nichols, Director  
Alamo City Schools  
265 East Park Street  
Alamo, TN 38001-1727

Dear Mr. Nichols:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Alamo City's National School Lunch Program and School Breakfast Program. This review was conducted the week of April 3, 2017, with the exit date of April 4, 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 Alamo City shall be documented, supported, and listed in the "Compliance" section in TMAC no later than May 5, 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 Alamo City'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 Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

**Alamo City (171)**

**Review ID: 557**

**Exit Conference Date: 4/4/2017**

Review Year: 2017

Month of Review: January

Lead Reviewer: Michael Bishop

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

1400 - Food Safety	V-1400	The written food safety plan did not contain the required elements.	Update the written food safety plan. Attach the updates in corrective action documents.
Resource Mgt Comprehensive Review	V-RMCRF	Breakfasts and lunches served to adults were not priced correctly.	Raise all adult meal prices (teachers, administrators, custodians and other adults) based on the calculation outlined in FNS Instruction 782-5 Rev. 1.  Upload documentation of the increase.

**Site - Level Findings: Alamo Elementary (0005)**

1400 - Food Safety	V-1400	A portion of the School Food Authority's written food safety plan was not implemented. Dented cans were not separated for return to the vendor.	Retrain staff on receiving procedures for damaged products, including dented cans.  Upload documentation in Corrective Action Documents.
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