



**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

May 11, 2017

Mr. Don Embry  
Bedford County Schools  
500 Madison Street  
Shelbyville, TN 37160-3341

Dear Mr. Embry,

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Bedford County's National School Lunch Program, School Breakfast Program, Afterschool Snack Program and Fresh Fruit and Vegetable Program. This review was conducted the week April 17, 2017, with the exit date of April 21, 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 Bedford County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than June 21, 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 Bedford 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 Quache Spencer or me at (800) 354-3663.

Sincerely,

Phyllis Hodges, State Director

**Bedford County (020)**  
**Review ID: 802**  
**Exit Conference Date: 4/21/2017**

Review Year: 2017

Month of Review: March

Lead Reviewer: Phyllis Hodges

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

1100 - Smart Snacks	V-1100	The School Food Authority (SFA) had not determined compliance of non-packaged items or recipe food items, such as French fries, with Smart Snacks guidance. They had also not included accompaniments for those food items when determining compliance.	Complete compliance information as required to meet Smart Snack requirements for a la carte foods including accompaniments available for sale in the cafeteria.  Upload examples of compliance determination for recipe items and accompaniments offered for sale to students in the cafeteria.
800 - Civil Rights	V-0800	The incorrect non-discrimination statement was utilized on the Bedford County Schools website for the School Nutrition Program (SNP) and on SNP printed materials.	Update the United States Department of Agriculture (USDA) civil rights statement on website and printed materials.  Upload in the Tennessee: Meals, Accounting, and Claiming (TMAC) system a screen shot of the correction on the website and a corrected copy of a printed menu as proof of compliance.
Resource Mgt Comprehensive Review	V-RMCRF	Adult lunches for staff were not priced sufficiently to cover the cost to produce the lunch meal.	Increase adult meal prices. Review the recommended pricing formula for CEP systems that includes the free student meal reimbursement plus the value of donated food assistance. Ensure that the adult lunch price for 2017-2018 meets or exceeds this formula.  Upload documentation indicating increase adult meal prices.
Resource Mgt	V-RMCRF	Two shared cost items that	Determine an allocation formula for these

Comprehensive Review		were split between school nutrition and other programs were not substantiated with documentation showing how they were allocated.	two questioned costs.  Upload documentation that the questioned costs are allocated appropriately.
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**Site - Level Findings: Community High School (0035)**

1100 - Smart Snacks in School	V-1100	Food items in vending machines operated during the school day did not meet Smart Snack guidance.	Replace all noncompliant items in vending machines.  Provide proof of compliance with documentation that a minimum of 10% of the items are compliant.
1100 - Smart Snacks in School	V-1100	Vending machines were used as a fund raiser and operated daily.	Limit the operation of the vending machines to adhere to the 20 days per semester limit or change all items sold to be compliant with Smart Snack regulations.  For proof of compliance provide a document stating how often vending machines will be operated, or proof that all the items sold meet Smart Snack guidance. Upload required documentation into TMAC.
1400 - Food Safety	V-1400	Cooling logs did not indicate that food temperatures reached the final end point required by Hazard Analysis and Critical Control Points (HACCP) plan.	Implement the complete cooling process included in the school Food Safety plan.  Complete food cooling log for April or May. Take a photo of log and upload in TMAC to demonstrate compliance with this food safety finding.