



**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

December 1, 2016

Mr. Steve Wilkinson, Director  
Henderson County  
35 East Wilson  
Lexington, TN 38351-0190

Dear Mr. Wilkinson:

Please find attached the summary review of findings from the School Nutrition Program's 2016-17 fiscal year administrative review of Henderson County's National School Lunch Program and School Breakfast Program. This review was conducted the week of November 14, 2016, with the exit date of November 17, 2016. 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 Henderson County shall be documented, supported, and listed in the "Compliance" section in TMAC no later than January 17, 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 Henderson 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,

A handwritten signature in cursive script that reads "Phyllis M. Hodges".

Phyllis Hodges, State Director

**Henderson County (390)**

**Review ID: 582**

**Exit Conference Date: 11/17/2016**

Review Year: 2017

Month of Review: October

Lead Reviewer: Betty Turnbow

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

100 - Certification and Benefit Issuance	V-0100	Four applications were incorrectly approved. The applications were corrected and notification of adverse action was sent to the household on 11/16/16.	The correction was made to the applications and notice of adverse action was mailed to the household. Change the benefit issuance document to reflect the change in benefit status 10 calendar days after the notice was sent. Upload a copy of the plan for improving accuracy for application approval.
Resource Management Comprehensive Review	V-RMCRF	The adult price for breakfast was \$2.00 and the calculated required price is \$2.36.	Implement a plan to increase the adult meal charge for breakfast to equal or exceed \$2.36.  Upload a plan for the amount and time that the increase will occur.

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

1400 - Food Safety	V-1400	Holding temperatures for milk, juice and lettuce were not recorded.  Digital thermometers could not be calibrated.  The Food Safety Manual was not up to date.	Record holding temperatures of lettuce, milk, and juice.  Purchase thermometers that may be calibrated. Train staff on the procedures for thermometer calibration.  Update the Food Safety Manual and customize for the school.
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**Site - Level Findings: Lexington High School (0015)**

1100 - Smart Snacks in School	V-1100	Ala carte snacks sold by the LEA to students during the school day were not compliant.	Notify the Director of Schools that snacks were observed in the vending machines on campus that were non-compliant. Provide the
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		<p>A check of 10% of the vended items revealed that the Friday's Potato Skins were above the sodium limit.</p>	<p>superintendent with a Smart Snack Summary and a link to the Smart Snack Calculator and Smart Snack standards.</p> <p>Upload documents such as emails to the Superintendent regarding the Smart Snack finding at Lexington High School, as well as the Smart Snack standards.</p>
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