



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

March 6, 2023

Mrs. Reecha Black
Alamo City Schools
265 East Park Street
Alamo, TN 38001-1727

Dear Director Black:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Alamo City Schools' National School Lunch Program and School Breakfast Program. This review was conducted the week of February 27, 2023, with the exit date of March 2, 2023. The attached 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.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than April 6, 2023. During this timeframe, if you identify 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 fiscal action.

Upon receipt of Alamo City Schools' documented corrective actions, 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,

Bill Byford
State Director of School Nutrition
School Nutrition Program

Alamo City (171)

Review ID: 3608

Exit Conference Date: 3/2/2023

Review Year: 2022-2023

Month of Review: January

Lead Reviewer: Michael Bishop

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

700 - Resource Management	V-0700	Observed that revenues and expenditures from the last three financial audit reports did not match those reported to the State Agency.	Schedule a meeting with Alamo City Schools' Chief Financial Officer and the Tennessee Department of Education Financial Consultant to discuss discrepancies between school nutrition program financial statements and the final financial audit report. Upload a sign-in sheet and meeting notes to document the meeting.
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Site - Level Findings: Alamo Elementary (0005)

1400 - Food Safety	V-1400	Observed that documentation was not maintained for cooling of food.	Retrain staff in procedures and documentation for cooling food. Upload the SOP that was used to conduct the training and a sign-in sheet.
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