



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

April 4, 2022

Mr. Matt Hixson
Hawkins County
200 N. Depot Street
Rogersville, TN 37857-2699

Dear Director Hixson:

Please find attached the summary review of findings from the School Nutrition Program's 2021-22 fiscal year administrative review of Hawkins County's National School Lunch Program and School Breakfast Program. This review was conducted the week of March 29, 2022, with the exit date of March 31, 2022. 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 May 2, 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 potential fiscal action.

Upon receipt of Hawkins 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 our office at (800) 354-3663.

Sincerely,

Sandy Dawes
State Director
School Nutrition Program

Hawkins County (370)

Review ID: 2092

Exit Conference Date: 3/31/2022

Review Year: 2021-2022

Month of Review: January

Lead Reviewer: Leslea Miller

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

1400 - Food Safety	V-1400	Observed the SFA did not have a district-wide Food Safety plan that contained the most up-to-date critical control plans.	Upload a copy of a revised comprehensive food safety plan with the most up-to-date critical control points.
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Site - Level Findings: Church Hill Elementary (0020)

1400 - Food Safety	V-1400	Cooling log indicate foods are not being properly cooled.	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: Surgoinsville Elementary (0095)

1700 - Afterschool Snack	V-1700	Observed that snack counts reviewed during the review period did not match those claimed for reimbursement.	Update your counting procedure and upload documentation showing the new counting expectations.
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