



**BILL LEE**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**LIZZETTE REYNOLDS**  
COMMISSIONER

February 21, 2024

Mrs. Rebecca Stone  
Alcoa City Schools  
524 Faraday Street  
Alcoa, TN 37701-2090

Dear Mrs. Stone:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Alcoa City Schools National School Lunch Program and School Breakfast Program. This review was conducted the week of February 12, 2024, with the exit date of February 14, 2024. 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 March 15, 2024. 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 Alcoa City's documented corrective action, the Tennessee Department of Education will determine whether the documentation is complete and resolve 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

**Alcoa City (051)**

**Review ID: 3621**

**Exit Conference Date: 2/14/2024**

**Review Year: 2023-2024**

**Month of Review: January**

**Lead Reviewer: Brooke Walker-Babbs**

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

RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the School Food Authority did not include all of its nonprogram revenues and costs in its calculation.	Recalculate assessment of compliance with the Revenue from Nonprogram Foods requirements. Include all nonprogram revenues and costs in the calculation. Include the cost of nonprogram foods provided for free to students or adults in the food cost ratio or five-day reference period calculation. Select a sufficient reference period as described in FNS Policy Memo SP 20-2016 to use.
800 - Civil Rights	V-0800	Observed there were no procedures in place for accommodating students with disabilities.	Create procedures for accommodating students with disabilities and upload to demonstrate compliance.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the adult lunch/breakfast meal price was not sufficient to cover the overall cost of the meal.	Raise the adult breakfast meal price to cover the overall cost of the meal per FNS Instruction 782-5. Upload documentation to demonstrate compliance.
1200 - Professional Standards	V-1200	Observed Professional standards are not being tracked.	Immediately track previous trainings to determine if training requirements were met for all staff. Establish a procedure to track required training hours and upload the plan for future trainings.
1000 - Local School Wellness Policy	V-1000	Local School Wellness Policy requirements are not met. The policy has not been reviewed since 2019. The policy states it will be reviewed annually in May.	Create a Wellness Policy to include all items listed from FNS. Upload the wellness policy to demonstrate compliance.
800 - Civil Rights	V-0800	The School Food Authority did not publish a public release as required for the School Year being reviewed.	Issue a public release for the current school year and upload a copy of the release information. Create a procedure to ensure a published public release is completed at the beginning of each school year.

**Site - Level Findings: Alcoa Intermediate School (0012)**

1400 - Food Safety	V-1400	Observed items not date marked when removed from original packaging.	Retrain staff on proper procedures for the receiving and storage of food in dry storage, refrigeration and freezer storage. Specifically, date marking items when removed from original packaging. Upload agenda and sign-in sheets to demonstrate compliance has been trained.
1700 - Afterschool Snack	V-1700	Observed that snack counts reviewed for the review period did not match those claimed for reimbursement.	Modify the After School Snack claim for reimbursement to match snacks counted on the point-of-service documents. Upload documentation to demonstrate compliance.
1400 - Food Safety	V-1400	Buy American information not stored on site.	Provide readily available Buy American information on site for all staff. Upload picture of Buy American posted in cafeteria.
400 - Meal Components and	V-0400	Observed there were both juice and bottle water in the same cooler as milk during serving time.	Separate the juice and the bottled water to ensure the beverages do not compete with milk. Upload a picture showing the beverages have been moved to demonstrate

Quantities - Breakfast			compliance.
1700 - Afterschool Snack	V-1700	Observed that the School Food Authority did not maintain proper point-of-service snack counts. Counts were not individually selected to ensure the number of snacks served were counted properly.	Upload documentation of point-of-service snack counts by student/benefit category to demonstrate compliance.