



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 8, 2024

Mrs. Sharon Newcom
Richard City SSD
1620 Hamilton Avenue
South Pittsburg, TN 37380-1645

Dear Mrs. Newcom:

Please find the attached summary review of findings from the School Nutrition Program's 2023-24 fiscal year administrative review of Richard City SSD National School Lunch Program and School Breakfast Program. This review was conducted the week of February 5, 2024, with the exit date of February 6, 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 8, 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 Richard City SSD'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,

Bill Byford
State Director of School Nutrition
School Nutrition Program

Richard City SSD (581)

Review ID: 3627

Exit Conference Date: 2/6/2024

Review Year: 2023-2024

Month of Review: January

Lead Reviewer: Leslea Miller

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

300 - Meal Counting and Claiming	V-0300	Observed the SFA did not conduct an attendance adjusted edit check prior to submission of the monthly claim.	Complete an attendance adjusted edit check prior to submitting each monthly claim for reimbursement. Upload an attendance adjusted edit check to the Review Attachments module for February 2024 as proof of compliance.
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Site - Level Findings: Richard Hardy Memorial School (0005)

1400 - Food Safety	V-1400	Observed the school reviewed did not have written food safety plan kept onsite.	Upload a copy of comprehensive food safety (HACCP) plan to include regulatory items required by 7 CFR 210.13.
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