



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING
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BILL HASLAM
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

April 2, 2018

Stephanie McKeehan, Board Chair
Kingsport Child Development Center
118 Clay Street
Kingsport, Tennessee 37660-4210

Dear Ms. McKeehan,

The Department of Human Services (DHS) - Audit Services Division staff conducted an unannounced on-site monitoring review of the Child and Adult Care Food Program (CACFP) at Kingsport Child Development Center (Sponsor), Application Agreement number 00-368, on March 13, 2018. The purpose of this review was to determine if the Sponsor complied with the *Title 7 of the Code of Federal Regulations* (CFR) applicable parts, provider agreement, and applicable Federal and State regulations.

Our review of the Sponsor's records for January 2018 disclosed no deficiencies.

Technical Assistance Provided

The Sponsor requested and was provided with technical assistance regarding whole grain requirements effective October 1, 2017.

We appreciate the assistance provided during this review. If you have any questions regarding this report, please contact Sean Baker, Audit Director 2, at 615-313-4727 or Sean.Baker@tn.gov.

Sincerely,

Sam O. Alzoubi, CFE
Director of Audit Services

Exhibit

cc: Tammy Burton, Executive Director, Kingsport Child Development Center

Allette Vayda, Director of Operations, Child and Adult Care Food Program
Debra Pasta, Program Manager, Child and Adult Care Food Program
Elke Moore, Administrative Services Assistant 3, Child and Adult Care Food Program
Constance Moore, Program Specialist, Child and Adult Care Food Program
Marty Widner, Program Specialist, Child and Adult Care Food Program
Comptroller of the Treasury, State of Tennessee

Exhibit

Verification of CACFP Independent Center Claim

Sponsor: Kingsport Child Development Center

Review Month/Year: January 2018

Total Reimbursement: \$4,638.12

Program Area	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	20	20
Total Attendance	1,066	1,066
Number of Breakfast meals Served	668	668
Number of Lunch meals Served	966	967 ¹
Number of Supplements	1,000	1,000
Number of Participants in Free Category	62	62
Number of Participants in Reduced-Price Category	2	2
Number of Participants in Paid Category	12	12
Total Number of Participants	76	76
Total Amount of Food Costs	XXXXXXXX	\$5,531.65
Total Amount of Eligible Food and Nonfood Costs	XXXXXXXX	\$6,313.67

¹The difference is immaterial and was not included in this report as a finding