



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1403

TELEPHONE: 615-313-4700 FAX: 615-741-4165
TTY: 1-800-270-1349
www.tn.gov/humanservices

BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

February 4, 2019

Don Alexander, Board Chair
LBJC Development Corporation
1150 Chocolate Drive
Cookeville, Tennessee 38501-2006

Dear Mr. Alexander,

The Department of Human Services (DHS) - Division of Audit Services staff conducted an unannounced on-site monitoring review of the Child and Adult Care Food Program (CACFP) at LBJC Development Corporation (Sponsor), Application Agreement number 00-378, on January 8, 2019. 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.

Based on our review of the Sponsor's records and information provided, the Sponsor had 19 head start sites operating during the review period. The **Gainsboro Head Start, Shiloh Head Start, and Smith County Head Start** sites were selected as the sample.

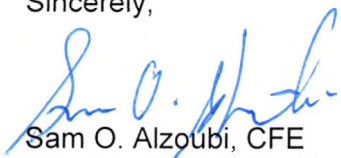
Our review of the Sponsor's records for November 2018 revealed no significant deficiencies.

Technical Assistance Provided

Technical assistance was offered however it was declined by the Sponsor.

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

Exhibits

cc: Dorothy Pippin, Head Start Director, LBJC Development Corporation
Betty Way, Fiscal Manager, LBJC Development Corporation
Allette Vayda, Director of Operations, Child and Adult Care Food Programs
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 A**Verification of CACFP Sponsor of Head Starts Claim****Sponsor: LBJC Development Corporation****Review Month/Year: November 2018****Total Reimbursement: \$ 109,333.40**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled to Documentation
Total Number of Centers	19	19
Total Days of CACFP Food Service	19	19
Number of Breakfasts Served	17,766	17,766
Number of Lunches Served	18,159	18,159
Number of Supplements Served	14,460	14,460
Total Amount of Food Costs	XXXXXXXX	\$68,116.74
Total Amount of Eligible Food and Nonfood Costs	XXXXXXXX	\$101,037.20

EXHIBIT B**Head Start Program Data****Center: Gainesboro Head Start**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	19	19
Total Number of Participants	38	38
Total Attendance	606	606
Number of Breakfasts Served	584	584
Number of Lunches Served	587	587
Number of Supplements Served	517	517

EXHIBIT C

Head Start Program Data

Center: Shiloh Head Start

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	19	19
Total Number of Participants	56	56
Total Attendance	916	916
Number of Breakfasts Served	885	885
Number of Lunches Served	906	906
Number of Supplements Served	798	798

EXHIBIT D

Head Start Program Data

Center: Smith County Head Start

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	19	19
Total Number of Participants	74	74
Total Attendance	1,192	1,192
Number of Breakfasts Served	1,103	1,103
Number of Lunches Served	1,167	1,167
Number of Supplements Served	970	970