



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

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**BILL LEE**  
GOVERNOR

**DANIELLE W. BARNES**  
COMMISSIONER

April 216, 2020

Abby Lawson, Board Chair  
Asbury Child Enrichment Center  
205 South Main Street  
Greeneville, Tennessee 37743

Dear Mrs. Lawson,

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 Asbury Child Enrichment Center (Sponsor), Application Agreement number 00156, on March 11, 2020. 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.

**Background**

CACFP Sponsors utilize meal count sheets to record the number of breakfast, lunch, supper, and supplement meals served. Meals served by participating Sponsors must meet the minimum guidelines set by the United States Department of Agriculture (USDA) and DHS to be eligible for reimbursement. The CACFP Sponsor reports the number of meals served through the DHS Tennessee Information Payment System (TIPS) for reimbursement.

**Important COVID-19 note:** Due the current outbreak and the risk that COVID19 poses to your organization personnel and our staff, all our staff are working from home with no or very limited access to the office. Therefore, we will not send a copy of this report via regular mail until further notice. Please confirm the receipt of this email as it is currently the option to communicate to you. If you need any assistance or have any questions, please do not hesitate to contact us via email.

We inspected meal count sheets for our test period and reconciled the meals claimed to the meals reported as served for each meal service. We also assessed compliance with civil rights requirements. In addition, we observed a meal service on December 4, 2019.

Our review of the Sponsor's records for December 2019 disclosed the following:

**The Sponsor did not provide documentation to support sufficient quantities of milk were purchased for all meals claimed for reimbursement**

Condition

The Sponsor did not provide documentation to show that enough milk was purchased for all meals claimed for reimbursement on the following days:

<b>Date</b>	<b>Deficiency for 1-2 year olds</b>	<b>Number lunches disallowed</b>
12/9/2019	19 whole milk ½ pints delivered for 26 meals	7
12/10/2019	22 whole milk ½ pints delivered for 26 meals	4
12/20/2019	19 whole milk ½ pints delivered for 23 meals	4

As a result, 15 lunch meals claimed for reimbursement were disallowed. (See Exhibit)

Criteria

*Title 7 of the Code of Federal Regulations, Section 226.17(b)(4)* states, “Each child care center participating in the Program shall claim only the meal types specified in its approved application in accordance with the meal pattern requirements specified in §226.20....”

*Title 7 of the Code of Federal Regulations, Section 226.20(c)(2)* states, “Fluid milk, meat and meat alternatives, vegetable, fruits, and grains are required components in the lunch and supper meals.”

*Title 7 of the Code of Federal Regulations, Section 226.20(a)(1)* states, “Fluid milk must be served as a beverage or on cereal, or a combination of both, as follows: (i) Children 1 year old. Children one year of age must be served unflavored whole milk. (ii) Children 2 through 5 years old. Children two through five years old must be served either unflavored low-fat (1 percent) or unflavored fat-free (skim) milk. (iii)

Recommendation

The Sponsor must ensure that sufficient milk is available for each age group for each meal served.

**Technical Assistance Provided**

Technical assistance regarding documenting eligibility for foster children on the CACFP eligibility form and having the correct number of whole and one percent or skim milk delivered for each age group meals was provided. We gave assistance during the visit and a follow up email to the Sponsor.

**Disallowed Meals Cost**

The disallowed meals cost associated with the finding above is below the DHS threshold for repayment.

## Corrective Action

The Sponsor must complete the following actions within 30 days from the date of this report:

- Prepare and submit a corrective action plan to address the deficiencies identified in this report. The corrective action plan template is attached. Please return the corrective action plan to:

[AuditServices.CAPS.DHS@tn.gov](mailto:AuditServices.CAPS.DHS@tn.gov)

If you have questions relative to the corrective action plan please contact:

Allette Vayda, Director of Operations  
Child and Adult Care Food Program  
James K. Polk Building, 15<sup>th</sup> Floor  
505 Deaderick Street  
Nashville, Tennessee 37243  
[Allette.Vayda@tn.gov](mailto:Allette.Vayda@tn.gov)  
(615) 313-3769

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](mailto:Sean.Baker@tn.gov).

Sincerely,

*Sam O. Alzoubi*

Sam O. Alzoubi, CFE  
Director of Audit Services

Exhibit

cc: Chassidy Inscore, Executive Director, Asbury Child Enrichment Center  
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**

**Center: Asbury Child Enrichment Center**

**Review Month/Year: December 2019**

**Total Reimbursement: \$ 813.01**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled to Documentation</b>
Total Days of CACFP Food Service	20	20
Total Attendance	928	928
Number of Lunches Served	919	904
Number of Participants in Free Category	4	4
Number of Participants in Reduced-Price Category	3	3
Number of Participants in Paid Category	55	55
Total Number of Participants	62	62