



**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

November 2, 2020

Calvin Johnson, Director of School Operations
Shelby County School System
3176 Jackson Avenue
Memphis, Tennessee 38112-1520

Dear Mr. Johnson,

The Department of Human Services (DHS) - Division of Audit Services staff conducted a limited desk review of the Summer Food Service Program (SFSP) for Shelby County School System (Sponsor), Application Agreement number 00069, during the period of August 4, 2020, through September 21, 2020. Our scope of the review was for reimbursement made to the Sponsor for July 2020.

Due to the outbreak and the risk that COVID19 poses to the Sponsor and our staff, the review was limited to verification based on a review of the documents obtained from the Sponsor via e-mail, mail, or other electronic transmissions of documents. We also obtained confirmation from the Sponsor staff via telephone or e-mail relative to the operation and administration of the SFSP.

The purpose of this review was to determine if the Sponsor complied with USDA regulations set through the COVID-19 period, taking into consideration the waivers granted to the Sponsor's operation. Also, to determine if the Sponsor complied with Title 7 of the Code of Federal Regulations (CFR) applicable parts, provider agreements, and applicable Federal and State regulations.

Important COVID-19 note: Due to 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 with you. If you need any assistance or have any questions, please do not hesitate to contact us via email.

Background

We inspected meal count sheets for our test period and reconciled the meals claimed for reimbursement to the meals reported as served for each meal service. We also reviewed documentation of the Sponsor's financial transactions including, but not limited to, purchases of food.

Based on our review of the Sponsor's records and information provided, the Sponsor was approved and operated 35 feeding sites during the review period of July 2020. We reviewed documentation for all sites.

SFSP Sponsors utilize meal count sheets to record the number of breakfast, lunch, supper, and supplement (snack) 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 SFSP Sponsor reports the number of meals served through the DHS Tennessee Information Payment System (TIPS) for reimbursement.

We inspected meal counts 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 conducted site desk reviews in July 2020 for the following sites: **0736 New Life Community Outreach-Summer Camp, 0330 Landmark Food Pantry, 1820 Two Steps Ahead Learning, 0205 First Choice Kids Academy, 2583 July-Dexter Middle School, 2585 July-Carver High School, and 2587 July-Bolton High School.**

Our review of the Sponsor's records for July 2020 disclosed the following:

1. The Sponsor overstated the number of meals eligible for reimbursement based on the point of service meal count sheets

Condition

The Sponsor claimed meals as served for which the meal count sheets indicated fewer meals were served. Meals must be marked at the actual point of service to ensure an accurate count is taken. Below is a summary of the overstated meals:

July 2020

Name of Site	Number meals allowed/disallowed	Dates meals were allowed/disallowed
2585 July-Carver High School	-11 Breakfast Meals	7/22/2020
2586 July-Raleigh Egypt School	-6 Lunch Meals	7/01/2020
2583 July-Dexter Middle	-95 Lunch Meals	7/22/2020

As a result, 11 breakfast meals and 101 lunch meals claimed for reimbursement were disallowed for July 2020.

This is a repeat finding from a monitoring report dated October 19, 2018.

Criteria

The USDA Administration Guide Summer Food Service Program, page 112 states, “Only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point of service, i.e., meals are counted as they are served, to ensure that an accurate count of meals served is obtained and reported...”

Recommendation

The Sponsors should ensure feeding site personnel are accurately completing daily meal count sheets to support the claim for reimbursement prior to submission.

2. The number of meals claimed for reimbursement exceeded a sponsored site’s approved level for meal service

Level

Condition

Our review of the Sponsor’s records revealed that the Sponsor reported meals that exceeded the site’s approved average daily participation (ADP) during the review month. We found deficiencies at the following site:

Name of Site	Approved ADP	Days of Operation	Maximum number of meals to claim	Meals claimed by the Sponsor	Disallowances
2582 July-Belle Forest Community School	850 July 1-31 st	6 Days	5,100 Breakfast Meals	8031 Breakfast Meals	2,931 Breakfast Meals
	850 July 1-31 st	6 Days	5,100 Lunch Meals	8031 Lunch Meals	2,931 Lunch Meals

As a result, 2,931 breakfast meals and 2,931 lunch meals claimed for reimbursement were disallowed.

This is a repeat finding from the monitoring report dated October 19, 2018.

Criteria

Title 7 of the Code of Federal Regulations, Section 225.6 (d)(2) “When approving the application of a site which will serve meals prepared by a food service management company, the State agency shall establish for each meal service an approved level for the maximum number of children's meals which may be served under the Program...”

The USDA Administration Guide Summer Food Service Program, page 66, states, “All SFSP sites are required to have an approved site cap. The purpose of a site cap is to ensure that a site does not purchase and/or produce meals outside the capability of the site and the need of the community, thereby reducing waste and protecting the integrity of the Program.”

The USDA Administration Guide Summer Food Service Program, page 133, states reimbursement may not be claimed for meals in excess of the site’s approved level of meal service.

Recommendation

The Sponsor should ensure meals are not claimed above the maximum approved level of meal service prior to the submission of a claim.

3. The Sponsor claimed meals for a sponsored site for days not approved in the site application

Condition

2594 St. Matthews

According to the approved TIPS site application, the site was approved for Monday and Friday meal service from July 1, 2020, through July 28, 2020. According to the meal count documentation submitted by the Sponsor, the following Wednesday meals were claimed:

Unapproved day/date claimed	Disallowances
Wednesday, July 8, 2020	50 Lunch Meals
Wednesday, July 15, 2020	88 Lunch Meals
Wednesday, July 22, 2020	50 Lunch Meals

As a result, 188 lunch meals claimed for reimbursement were disallowed.

Criteria

Title 7 of the Code of Federal Regulations, Section 225.16 (c)(3) states, "Meals served outside of the period of approved meal service shall not be eligible for Program payments."

Recommendation

The Sponsor should ensure only meal periods approved for meal service are claimed for reimbursement.

4. The Sponsor did not document Racial and Ethnic Data information accurately

Condition

The Racial and Ethnic Data information forms were completed incorrectly for **2164 Midtown Church of Christ Day School and 2589 Prevailing Point Ministries**. The number of children recorded in the ethnic categories does not coincide with the number of children recorded in the racial categories. Racial categories should be more or equal to ethnic categories as a child can be recorded in more than one racial category.

This is a repeat finding from the monitoring report dated October 19, 2018.

Criteria

Title 7 of the Code of Federal Regulations, Section 225.7 (g)(1) states, "Each State agency shall comply with all requirements of title VI of the Civil Rights Act of 1964, title IX of the Education

Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Department's regulations concerning nondiscrimination (7 CFR parts 15, 15a and 15b), including requirements for racial and ethnic participation data collection, public notification of the nondiscrimination policy, and reviews to assure compliance with such policy, to the end that no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, the Program.”

The USDA Administration Guide Summer Food Service Program, page 122, states, “The sponsor also must collect ethnic/racial category data each year by ethnic/racial category for each site under the sponsor’s jurisdiction. Sponsors of residential camps must collect and maintain this information separately for each session of the camp. For all other sites, the sponsor must count the participating children at least once during the site’s operation. The sponsor may use visual identification to determine a participant’s racial/ethnic category. For collection purposes, a participant may be included in the group to which he or she appears to belong, identifies with, or is regarded as a member of by the community. To provide flexibility and ensure data accuracy, separate categories must be used when collecting and reporting race and ethnicity. Ethnicity must be collected first. Respondents must be offered the option of selecting one or more racial designations. ”

Recommendation

The Sponsor should ensure all sites in operation have the racial ethnic data information completed accurately during program operation.

5. The Sponsor did not comply with pre-operational visit requirements

Condition

The following sites are documented in the TIPS applications as new sites that require pre-operational visits. The Sponsor provided documentation of a pre-operational visit for the sites that revealed the following deficiencies:

- **2603 Corinthian M.B.C.**
The pre-operational visit was documented as completed after the first day of the meal service. According to meal count documentation, the first day of operation was July 13, 2020. The pre-operational visit was dated July 21, 2020.
- **2581 Grace Baptist Ministries**
The pre-operational visit was documented as completed after the first day of the meal service. According to meal count documentation, the first day of operation was July 6, 2020. The pre-operational visit was dated July 20, 2020.
- **2577 Impact Faith**
The pre-operational visit was documented as completed after the first day of the meal service. The start date documented on the site application in TIPS was June 1, 2020. The pre-operational visit was dated June 2, 2020.

- **2576 Limit Breaker Church**
The pre-operational visit was documented as completed after the first day of the meal service. The start date documented on the site application in TIPS was June 2, 2020. The pre-operational visit was dated June 8, 2020.
- **2589 Prevailing Point Ministries**
The pre-operational visit was documented as completed after the first day of the meal service. According to meal count documentation, the first day of operation was July 2, 2020. The pre-operational visit was dated July 16, 2020.
- **2599 July-Melrose**
The pre-operational form was not completed. The form had several questions left unanswered.
- **2582 July-Belle Forest Community School**
The pre-operational form was not completed. The form had several questions left unanswered.
- **2583 July-Dexter Middle**
The pre-operational form was not completed. The form had several questions left unanswered.
- **2584 July- Whitehaven High School**
The pre-operational form was not completed. The form had several questions left unanswered.
- **2587 July-Bolton High School**
The pre-operational form was not completed. The form had several questions left unanswered.

Criteria

Title 7 of the Code of Federal Regulations, Section 7 *CFR 225.14 (c) (6)* states, Sponsors must certify “all sites have been visited and have the capability and the facilities to provide the meal service planned for the number of children anticipated to be served.”

The USDA Administration Guide Summer Food Service Program, page 42, states “Prior to approval, sponsors must visit new sites and any sites that had operational problems in the previous year...These visits are to determine that the sites have the facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service. Sponsors should record the date of the pre-operational visit to each site and the name of the person who visited each site.”

Recommendation

The Sponsor should ensure all pre-operational visits are completed before beginning site operations for sites that are required and the forms must be completed entirely.

6. The Sponsor did not comply with training requirements

Condition

Based on the documentation provided for site **2596 July-Bruce Elementary**, the meal service began on July 8, 2020. However, staff training was dated August 17, 2020. The training of site personnel should be completed before assuming SFSP duties.

Criteria

Title 7 of the Code of Federal Regulations, Section 225.15 (d) (1) states, "Each sponsor shall hold Program training sessions for its administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. Training of site personnel shall, at a minimum, include: the purpose of the Program; site eligibility; recordkeeping; site operations; meal pattern requirements; and the duties of a monitor. Each site shall have present at each meal service at least one person who has received this training."

The USDA Administration Guide Summer Food Service Program, page 109, states, "...If a site supervisor who has attended the sponsor's training session resigns during the summer, the sponsor is responsible for ensuring that the new site supervisor receives all necessary training before taking charge of the site..."

Recommendation

Sponsors should ensure all site and administrative personnel are trained before site operation.

7. The Sponsor did not provide proof of an adequate financial system

Condition

The Sponsor did not provide a bank statement for the review month of July 2020. Additionally, we were unable to reconcile all transactions to the general ledger for purchases made for the review period of July 2020.

Criteria

The USDA State Agency Monitor Guide, page 34, states, "The sponsor must maintain all Program financial records documenting Program income and Program expenses, such as invoices and receipts, bank statements, checking account ledgers, Program reimbursement payments received, Program advance payments received and interest earned, funds accruing to SFSP, and disbursements to sponsor facilities to ensure documentation of the nonprofit food service account to ensure the fiscal integrity of the SFSP funds paid to the sponsor."

Title 7 of the Code of Federal Regulations, Section 225.15 (c) (1) states, "... Sponsors shall maintain accurate records justifying all meals claimed and documenting that all Program funds were spent only on allowable Child Nutrition Program costs. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/or administrative costs claimed during the period covered by the records in question. The sponsor's records shall be available at all times for inspection and audit by representatives of the Secretary, the Comptroller General of the United States, and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year."

Recommendation

The Sponsor should maintain all program financial records to support purchases and proof of an adequate financial system.

Observation

During our July desk reviews, we requested meal counts for the completion of a 5-day reconciliation and to reconcile meals reported the day of the desk review for all sampled sites. The numbers reported for two sites, **2585 July Carver High School and 2583 July-Dexter Middle**, had different meal counts reported during the sponsor review. The numbers claimed were less than the initial desk review numbers. We spoke with the Sponsor and they confirmed that meals were possibly miscalculated during desk reviews. The difference in the meal counts was not allowed in our reconciliation.

Disallowed Meals Cost

Based on the review, we determined that the Sponsor's noncompliance with the applicable Federal and State regulations that govern the SFSP resulted in a total disallowed cost of \$20,358.30 for July 2020.

Corrective Action

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

- Log into the Tennessee Information Payment System (TIPS) and revise the claim submitted for July 2020, which contains the verified claim data from the enclosed exhibits. ***Please note that, if the claim is revised,*** TIPS will automatically deduct the overpayment from your next SFSP claim for reimbursement. **OR**
- If you are no longer participating in the SFSP program, remit a check payable to the ***Tennessee Department of Human Services*** in the amount noted in the report for recovery of the amounts disallowed in this report. ***Please return the attached billing notice with your check;*** and
- 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

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, 15th Floor
505 Deaderick Street
Nashville, Tennessee 37243
Allette.Vayda@tn.gov
(615) 313-3769

Please mail your check and the billing notice to:

Summer Food Service Program
Fiscal Services
James K. Polk Building, 16th Floor
505 Deaderick Street
Nashville, Tennessee 37243

In accordance with the federal regulation found at 7 CFR Part 225.13, your institution may appeal the amount of disallowed cost identified in this monitoring report. The procedures for submitting an appeal are enclosed. The appeal must be submitted to:

Tennessee Department of Human Services
Appeals and Hearings Division, Clerk's Office
P.O. Box 198996
Nashville, TN 37219

If the Institution decides to appeal the amount of disallowed administrative and meal cost, all appeal procedures must be followed as failure to do so may result in the denial of your request for an appeal.

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: Jacqueline Robinson-Tate, Area Manager-Special Program, Shelby County School System
Phyllis Glover, Executive Director/CEO, Shelby County School System
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

Summary of Total Claimed and Reconciled Meals

Sponsor: Shelby County School Systems

Review Month/Year: July 2020

Claim Reimbursement Total: \$523,456.46

Site Meal Service Activity	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	22	22
Number of Participating Sites for Breakfast Meals	23	23
Number of Participating Sites for Lunch Meals	34	34
Number of Participating Sites for Pm Supplements	7	7
Number of Breakfast Meals Served	74,022	71,080
Number of Lunch Meals Served	82,640	79,420
Number of PM Supplements Meals Served	4,595	4,595

Exhibit B

Sponsor: Shelby County School System

Site: 0736 New Life Community Outreach-Summer Camp (Sample)

Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	22-Lunch 22-Supplement	22-Lunch 22-Supplement
Number of Lunch Meals Served	815	815
Number of PM Supplements Served	815	815

Exhibit C

Sponsor: Shelby County School System
Site: 0330 Landmark Food Pantry (Sample)
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	22-Lunch	22-Lunch
Number of Lunch Meals Served	148	148

Exhibit D

Sponsor: Shelby County School System
Site: 1820 Two Steps Ahead Learning (Sample)
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19-Lunch 20- Supplement	19-Lunch 20- Supplement
Number of Lunch Meals Served	264	264
Number of PM Supplements Served	282	282

Exhibit E

Sponsor: Shelby County School System
Site: 0205 First Choice Kids Academy (Sample)
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Meals Served	20-Breakfast 21-Lunch	20-Breakfast 21-Lunch
Number of Breakfast Meals Served	729	729
Number of Lunch Meals Served	764	764

Exhibit F

Sponsor: Shelby County School System
Site: 2583 July- Dexter Middle (Sample)
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	6-Breakfast 6- Lunch	6-Breakfast 6- Lunch
Number of Breakfast Meals Served	8,857	8,857
Number of Lunch Meals Served	8,857	8,762

Exhibit G

Sponsor: Shelby County School System
Site: 2585 July-Carver High School (Sample)
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	5-Breakfast 5-Lunch	5-Breakfast 5-Lunch
Number of Breakfast Meals Served	6,312	6,301
Number of Lunch Meals Served	6,312	6,312

Exhibit H

Sponsor: Shelby County School System
Site: 2587 July-Bolton High School (Sample)
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	5-Breakfast 5-Lunch	5-Breakfast 5-Lunch
Number of Breakfast Meals Served	2,994	2,994
Number of Lunch Meals Served	2,994	2,994

Exhibit I**Sponsor: Shelby County School System****Site: 2593 AGC Leaning Center****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	19-Lunch 19-Supplement	19-Lunch 19-Supplement
Number of Lunch Meals Served	329	329
Number of PM Supplements Served	329	329

Exhibit J**Sponsor: Shelby County School System****Site: 2066 Bethel Church of God N Christ-Feeding and Reading Program****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	18-Breakfast 18- Lunch	18-Breakfast 18- Lunch
Number of Breakfast Meals Served	692	692
Number of Lunch Meals Served	692	692

Exhibit K**Sponsor: Shelby County School System****Site: 2125 Centenary UMC-Project Transformation-Summer Reading Camp****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	14-Lunch	14-Lunch
Number of Lunch Meals Served	274	274

Exhibit L

Sponsor: Shelby County School System
Site: 2590 Church of Christ
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	4-Lunch 4-Supplement	4-Lunch 4-Supplement
Number of Lunch Meals Served	851	851
Number of PM Supplements Served	851	851

Exhibit M

Sponsor: Shelby County School System
Site: 2603 Corinthian M.B.C
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	14-Breakfast 14-Lunch	14-Breakfast 14-Lunch
Number of Breakfast Meals Served	480	480
Number of Lunch Meals Served	901	901

Exhibit N

Sponsor: Shelby County School System
Site: 2581 Grace Baptist Ministries
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals Observed
Total Number of Days Food Served	8-Lunch	8-Lunch
Number of Lunch Meals Served	1,204	1,204

Exhibit O

Sponsor: Shelby County School System
Site: 1540 Great Expectations
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Breakfast Meals Served	11-Breakfast 12-Supplement	11-Breakfast 12-Supplement
Number of Breakfast Meals Served	678	678
Number of PM Supplements Served	801	801

Exhibit P

Sponsor: Shelby County School System
Site: 2580 Higher Heights Ministries-D/C
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	14-Breakfast 14-Lunch	14-Breakfast 14-Lunch
Number of Breakfast Meals Served	350	350
Number of Lunch Meals Served	375	375

Exhibit Q

Sponsor: Shelby County School System
Site: 2591 Holliday Foundation
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Breakfast Meals Served	1-Breakfast 2-Lunch	1-Breakfast 2-Lunch
Number of Breakfast Meals Served	22	22
Number of Lunch Meals Served	31	31

Exhibit R**Sponsor: Shelby County School System****Site: 2577 Impact Faith Church****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	15-Breakfast 15-Lunch	15-Breakfast 15-Lunch
Number of Breakfast Meals Served	702	702
Number of Lunch Meals Served	700	700

Exhibit S**Sponsor: Shelby County School System****Site: 2582 July-Belle Forest Community School****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	6-Breakfast 6-Lunch	6-Breakfast 6-Lunch
Number of Breakfast Meals Served	8,031	5,100
Number of Lunch Meals Served	8,031	5,100

Exhibit T**Sponsor: Shelby County School System****Site: 2596 July-Bruce Elementary****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	4-Breakfast 4-Lunch	4-Breakfast 4-Lunch
Number of Breakfast Meals Served	2,460	2,460
Number of Lunch Meals Served	2,460	2,460

Exhibit U**Sponsor: Shelby County School System****Site: 2597 July-Kirby High****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	4-Breakfast 4-Lunch	4-Breakfast 4-Lunch
Number of Breakfast Meals Served	5,784	5,784
Number of Lunch Meals Served	5,784	5,784

Exhibit V**Sponsor: Shelby County School System****Site: 2588 July-Manassas High School****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	5-Breakfast 5-Lunch	5-Breakfast 5-Lunch
Number of Breakfast Meals Served	5,841	5,841
Number of Lunch Meals Served	5,841	5,841

Exhibit W**Sponsor: Shelby County School System****Site: 2599 July-Melrose****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	4-Breakfast 4-Lunch	4-Breakfast 4-Lunch
Number of Breakfast Meals Served	3,708	3,708
Number of Lunch Meals Served	3,708	3,708

Exhibit X**Sponsor: Shelby County School System****Site: 2601 July-Oakhaven High****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	4-Breakfast 4-Lunch	4-Breakfast 4-Lunch
Number of Breakfast Meals Served	2,394	2,394
Number of Lunch Meals Served	2,394	2,394

Exhibit Y**Sponsor: Shelby County School System****Site: 2586 July-Raleigh Egypt School****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	5-Breakfast 5-Lunch	5-Breakfast 5-Lunch
Number of Breakfast Meals Served	9,534	9,534
Number of Lunch Meals Served	9,534	9,528

Exhibit Z**Sponsor: Shelby County School System****Site: 2584 July-Whitehaven High School****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	6-Breakfast 6-Lunch	6-Breakfast 6-Lunch
Number of Breakfast Meals Served	9,970	9,970
Number of Lunch Meals Served	9,970	9,970

Exhibit AA

Sponsor: Shelby County School System
Site: 2576 Limit Breaker Church
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	11-Breakfast 11-Lunch	11-Breakfast 11-Lunch
Number of Breakfast Meals Served	173	173
Number of Lunch Meals Served	176	176

Exhibit BB

Sponsor: Shelby County School System
Site: 0741 Longstreet United Methodist Church-Project Transformation TN
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	12-Lunch	12-Lunch
Number of Lunch Meals Served	236	236

Exhibit CC

Sponsor: Shelby County School System
Site: 2164 Midtown Church of Christ Dayschool
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	21-Breakfast 21-Lunch	21-Breakfast 21-Lunch
Number of Breakfast Meals Served	290	290
Number of Lunch Meals Served	290	290

Exhibit DD

Sponsor: Shelby County School System
Site: 2589 Prevailing Point Ministries
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Meals Served	3-Breakfast 16-Lunch 6-Supplement	3-Breakfast 16-Lunch 6-Supplement
Number of Breakfast Meals Served	1,200	1,200
Number of Lunch Meals Served	4,600	4,600
Number of PM Supplements Served	1,500	1,500

Exhibit EE

Sponsor: Shelby County School System
Site: 1785 Scenic Hills United Methodist Project Transformation
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	14-Lunch	14-Lunch
Number of Lunch Meals Served	123	123

Exhibit FF

Sponsor: Shelby County School System
Site: 2594 St. Matthews
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	8-Lunch	8-Lunch
Number of Lunch Meals Served	480	292

Exhibit GG**Sponsor: Shelby County School System****Site: 2157 Tabernacle of Praise-Church Youth Program****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	1-Breakfast 1-Lunch	1-Breakfast 1-Lunch
Number of Breakfast Meals Served	2,754	2,754
Number of Lunch Meals Served	2,754	2,754

Exhibit HH**Sponsor: Shelby County School System****Site: 2592 University Middle School****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	5-Lunch 5-Supplement	5-Lunch 5-Supplement
Number of Lunch Meals Served	17	17
Number of PM Supplements Served	17	17

Exhibit II**Sponsor: Shelby County School System****Site: 2052 Urban Community Ministries-Summer and After School Camp****Review Month/Year: July 2020**

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	14-Lunch	14-Lunch
Number of Lunch Meals Served	664	664

Exhibit JJ

Sponsor: Shelby County School System
Site: 2602 Village Mindset Solutions
Review Month/Year: July 2020

Site Meal Service Activity and Monitor Reconciliation	Reported on Claim	Reconciled Meals to Meal Counts Sheets
Total Number of Days Food Served	18-Breakfast 18-Lunch	18-Breakfast 18-Lunch
Number of Breakfast Meals Served	67	67
Number of Lunch Meals Served	67	67

Exhibit KK
Overpayment Summary

July Disallowed Meals	X Meal Rate	Total Disallowed
2,942 Breakfast Meals	\$2.375	\$6,987.25
3,220 Lunch Meals	\$4.1525	\$13,371.05
Total Overpayment		\$20,358.30



**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

Billing Notice

November 2, 2020

Calvin Johnson, Director of School Operations
Shelby County School System
3176 Jackson Avenue
Memphis, Tennessee 38112-1520

This billing notice is based on the disallowed meals cost noted in the monitoring report of the Summer Food Service program (SFSP) due to noncompliance with the applicable Federal and State regulations that govern the SFSP.

Amount Due: \$20,358.30
Due Date: December 3, 2020
Date of the Monitoring Report: November 2, 2020
Agreement/Contract Number: 00069

Note1: Please remit a check payable to the Tennessee Department of Human Services in the disallowed meals cost amount noted in the monitoring report by the due date to the address below:

Tennessee Department of Human Services
Fiscal Services 16th Floor
James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243

Note 2: Log into the Tennessee Information Payment System (TIPS) and revise the claim for reimbursement that was submitted for July 2020. Use the reconciled claim data of the exhibits enclosed in the monitoring report.

If you have any questions regarding this notice, please feel free to contact Allette Vayda, Director of Operations at (615) 313-3769 or Allette.Vayda@tn.gov.

Thank you for your attention