



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

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**BILL LEE**  
GOVERNOR

**DANIELLE W. BARNES**  
COMMISSIONER

February 26, 2019

Pat Taylor, Board Chair  
MidEast Community Action Agency  
Post Office Box 790  
Kingston, Tennessee 37763-0790

Dear Ms. Taylor:

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 MidEast Community Action Agency (Sponsor), Application Agreement number 00-414, on February 6, 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.

**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.

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 during our on-site visit.

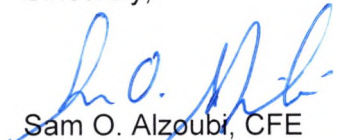
Our review of the Sponsor's records for November 2018 revealed no significant deficiencies.

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

Sincerely,



Sam O. Alzoubi, CFE  
Director of Audit Services

Exhibits

cc: Jerry Johnson, Executive Director, MidEast Community Action Agency  
Nancy Steele, Nutrition Services Manager, MidEast Community Action Agency  
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**

**CACFP Sponsor of Head Start Centers Program Data**

**Sponsor: MidEast Community Action Agency**  
**Review Month/Year: November 2018**  
**Total Reimbursement: \$16,938.24**

<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	18	18
Number of Sites	3	3
Number of Breakfasts Served	2,805	2,805
Number of Lunches Served	2,702	2,702
Number of Supplements Served	2,570	2,570
Total Amount of Food Costs	XXXXXXXX	\$12,157.80
Total Amount of Eligible Food and Nonfood Costs	XXXXXXXX	\$15,680.11

**EXHIBIT B**

**Sponsored Head Start Site Review Data**

**Site: Harrison Hills**

<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	18	18
Total Attendance	974	1,002
Number of Breakfasts Served	956	956
Number of Lunches Served	947	947
Number of Supplements Served	904	904