



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

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**BILL LEE**  
GOVERNOR

**DANIELLE W. BARNES**  
COMMISSIONER

November 10, 2020

Kaye Brewer, Board Chair  
Boys and Girls Clubs of Maury County  
210 West 8<sup>th</sup> Street  
Columbia, Tennessee 38401-3230

Dear Ms. Brewer,

The Department of Human Services (DHS) - Division of Audit Services staff conducted a limited desk review of the Summer Food Service Program (SFSP) at Boys & Girls Clubs of Maury County (Sponsor), Application Agreement number 00-674, during the period of July 2020 through September 2020. Our scope of the review was for reimbursement made to the Sponsor for July 2020.

Based on our review of the Sponsor's records and information provided, the Sponsor had three (3) feeding sites operating during the review period. The **Columbia Teen Center** and **Pulaski Club** were selected as the sample sites. In addition, we reviewed meal counts for **Wayne Street Unit** during the review period.

Due to the outbreak and the risk that COVID19 poses to the Sponsor and our staff, the review was limited to verification, based on review of the documents obtained from Sponsor, via e-mail, mail, or other electronic transmission of documents. We also, obtained confirmation from the feeding sites and 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 the applicable *Title 7 of the Code of Federal Regulations* (CFR) applicable parts, provider agreements, and applicable Federal and State regulations.

**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.

### Background

SFSP 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 SFSP Sponsor reports the number of meals served through the DHS Tennessee Information Payment System (TIPS) to seek 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 July 2020 revealed no significant deficiencies.

### **Technical Assistance Provided**

Technical assistance was requested and provided on September 29, 2020 regarding responsibilities of site supervisors and monitoring of sites.

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: Robyn Peery, Executive Director, Boys and Girls Clubs of Maury County  
Lauren LaPorte, Chief Development Officer, Boys and Girls Clubs of Maury County  
Josh Campbell, Chief Operations Officer, Boys and Girls Clubs of Maury County  
Allette Vayda, Director of Operations, Summer Food Service Program  
Debra Pasta, Program Manager, Summer Food Service Program  
Elke Moore, Administrative Services Assistant 3, Summer Food Service Program  
Constance Moore, Program Specialist, Summer Food Service Program  
Marty Widner, Program Specialist, Summer Food Service Program  
Comptroller of the Treasury, State of Tennessee

**Exhibit A**

**Sponsor of SFSP Program Data June 2020**

**Sponsor: Boys and Girls Clubs of Maury County**

**Review Month/Year: July 2020**

**Claim Reimbursement Total: \$ 8,160.71**

<b>Site Meal Service Reconciliation and Monitor Activity</b>	<b>Reported on Claim</b>	<b>Reconciled to Documentation</b>
Number of Participating Sites for Breakfast	3	3
Number of Participating Sites for Lunch	3	3
Number of Breakfasts Served	1,239	1,239
Number of Lunches Served	1,239	1,239

**SFSP Site Data for July 2020**

**Exhibit B**

**Site: Columbia Teen Center**

<b>Site Meal Service Reconciliation and Monitor Activity</b>	<b>Reported on Claim</b>	<b>Reconciled to Documentation</b>
Total Number of Days Food Served	22	22
Number of Breakfasts Served	251	251
Number of Lunches Served	256	256

**Exhibit C**

**Site: Pulaski Club**

<b>Site Meal Service Reconciliation and Monitor Activity</b>	<b>Reported on Claim</b>	<b>Reconciled to Documentation</b>
Total Number of Days Food Served	22	22
Number of Breakfasts Served	450	450
Number of Lunches Served	452	452

**Exhibit D**

**Site: Wayne Street Unit**

<b>Site Meal Service Reconciliation and Monitor Activity</b>	<b>Reported on Claim</b>	<b>Reconciled to Documentation</b>
Total Number of Days Food Served	20	20
Number of Breakfasts Served	563	563
Number of Lunches Served	566	566