



New Mexico Public Education Department

Coordinated School Health & Wellness Bureau

Administrative Review Corrective Action Plan

Name of School Food Authority:	Belen Consolidated Schools
School Site(s) reviewed:	Dennis Chaves Elementary Gil Sanchez Elementary Belen Family School
Date of On-Site Review:	26, September, 2017
Date Corrective Action Plan Was provided to SFA:	10, October, 2017
Date your Corrective Action Plan Response is due to NMPED:	21, November, 2017

COMMENDATIONS

PERFORMANCE STANDARD 1
SFA is classified as Community Eligibility Provision (CEP) and showed all documentation regarding the established percentages with regard to their Identified Student Percentage or (ISP)
Edit checks are being performed as required
SA verified that the FNS-742 Report had been conducted in a timely manner

PERFORMANCE STANDARD 2
SFA is in compliance with required meal components and quantities as per NSLP regulations.
Production records continuously maintained as required
Two types of fluid milk offered at each meal service

GENERAL AREAS
SFA had proper signage up in food service areas to include proper nondiscrimination statement.
SFA in compliance with Civil Rights and Professional Standards training
Potable water available and free

The following pages address the findings that were identified during your Administrative Review. For each finding you will be presented with the following:

- A summary of the regulation / requirement
- The finding, and details specific to the SFA regarding the finding
- The Code of Federal Regulations citation number or alternate resource citation
- Suggested guidance for the SFA in order to achieve compliance
- SFA area for reply to state how, when and by whom corrections will be made



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Please provide a detailed response to each finding in the spaces provided

Finding #1
The SFA has claimed meals in error based on inaccurate counting and/or claiming procedures during Breakfast in the classroom.
Regulation / Citation Summary
220.7(c)(1) Breakfast count system. To ensure that the Claim for Reimbursement accurately reflects the number of breakfasts and meal supplements served to eligible children, the school food authority shall, at a minimum:(iii) Base Claims for Reimbursement on breakfast counts, taken daily at the point of service, which correctly identify the number of free, reduced price and paid breakfasts served to eligible children; (iv) Correctly record, consolidate and report those breakfast and supplement counts on the Claim for Reimbursement.
SFA Suggested Guidance for Compliance
To come into compliance with the requirements for counting and claiming, the SFA must provide the State Agency with an assurance that the appropriate staff understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan to the State Agency. The plan must include: an indication that the SFA has corrected inaccurate counting and/or claiming procedures, a description of the new process that has been implemented, a description of the training that was provided to staff to inform them of the new process, the date the training was completed and the name and title of the SFA representative that will ensure compliance moving forward. Additionally, SFA staff will need to complete the Meal Counting and Claiming training found in the School Nutrition Toolbox at http://www.schoolnutritiontoolbox.org/snt-v3/index.php .
SFA Response



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Finding #2

The SFA and SA claims do not match. The SFA has a non-systematic claiming error.

Regulation / Citation Summary

220.7(c)(1) Breakfast count system. To ensure that the Claim for Reimbursement accurately reflects the number of lunches and meal supplements served to eligible children, the school food authority shall, at a minimum:(iii) Base Claims for Reimbursement on breakfast counts, taken daily at the point of service, which correctly identify the number of free, reduced price and paid breakfasts served to eligible children; (iv) Correctly record, consolidate and report those breakfast and supplement counts on the Claim for Reimbursement.

SFA Suggested Guidance for Compliance

To come into compliance with the requirements for counting and claiming, the SFA must provide the State Agency with an assurance that the appropriate staff understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan to the State Agency. The plan must include: an indication that the SFA will advise the State Agency that the systemic discrepancy has been corrected, a description of the new process that has been implemented, a description of the training that was provided to staff to inform them of the new process, the date the training was completed and the name and title of the SFA representative that will ensure compliance moving forward. Additionally, SFA staff will need to complete the Meal Counting and Claiming training found in the School Nutrition Toolbox at <http://www.schoolnutritiontoolbox.org/snt-v3/index.php>.

SFA Response



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Technical Assistance Provided	
<p>TA was provided to SFA to keep milk at the required temperature, by keeping milk in the refrigerator until the meal service begins. Also by adding ice packs to the cooler will keep the milk at the proper temperature.</p>	

Signature of Reviewer:  Date: 10/10/17

Signature of Nutritionist:  Date: 10/10/17

Signature of SFA Representative: _____ Date: _____

If you have any questions, feel free to contact me at your convenience. Thank you.

**Name of Reviewer: Jerome Armijo, Health Educator
 Student Success & Wellness Bureau
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Please insert your detailed responses, save, print, sign, and scan/email or mail the signed copy to your Reviewer at the address above by the due date indicated. Thank you.