



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Name of School Food Authority:	Chama Valley Independent Schools
School Site(s) reviewed:	Tierra Amarilla Elementary School
Date of On-Site Review:	17, October, 2017
Date Corrective Action Plan Was provided to SFA:	20, November, 2017
Date your Corrective Action Plan Response is due to NMPED:	20, December, 2017

COMMENDATIONS

PERFORMANCE STANDARD 1
Public Release had all the required components
Claims Submitted on time
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 menu posted in visible area for students
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

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



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Finding #1

Not all Direct Certification lists have been retained on file by the SFA.

Regulation / Citation Summary

246.6(e) Recordkeeping. The local educational agency must maintain documentation substantiating eligibility determinations on file for 3 years after the date of the fiscal year to which they pertain, except that if audit findings have not been resolved, the documentation must be maintained as long as required for resolution of the issues raised by the audit.

SFA Suggested Guidance for Compliance

To come into compliance with the requirements for recordkeeping for Direct Certification, the SFA must provide a written statement that the SFA will retain all direct certification lists for a minimum of 3 years after the date of the fiscal year to which they pertain, or until all audit findings have been resolved. The SFA must submit the name and title of the SFA representative that will oversee compliance moving forward.

SFA Response

Empty response area for the SFA representative.



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Finding #2

Updates are not made to the point of service benefit issuance document(s) in a timely manner. SFA does not have Eligibility Documentation or Benefit Issuance Documentation on file.

Regulation / Citation Summary

245.6(c)(6) Notice of approval—(i) Income applications. The local educational agency must notify the household of the children's eligibility and provide the eligible children the benefits to which they are entitled within 10 operating days of receiving the application from the household. 245.6(b)(6)(ii) Once the appropriate official has provided the direct certification documentation to the local educational agency, the child must have free benefits made available as soon as possible but no later than three operating days after the date the local educational agency receives the direct certification documentation.

SFA Suggested Guidance for Compliance

To come into compliance with the requirements for updating the POS benefit issuance document, the SFA must provide the State Agency with a plan that will be put in place to ensure future compliance. Please submit the assurance and plan to the State Agency. Eligibility statuses found to be incorrectly listed during the review must be corrected, and the date of the correction must be submitted to the State Agency

SFA Response



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Finding #3

The edit check is not properly completed.

Regulation / Citation Summary

210.7(c)(1) Lunch 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 lunch counts, taken daily at the point of service, which correctly identify the number of free, reduced price and paid lunches served to eligible children; (iv) Correctly record, consolidate and report those lunch 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 is no longer claiming second meals for reimbursement, 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 #4

The SFA is not implementing their food safety plan.

Regulation / Citation Summary

210.13(c) Food safety program. The school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must meet the requirements in paragraph (c)(1) or paragraph (c)(2) of this section, and the requirements in §210.15(b)(5). (1) A school food authority with a food safety program based on traditional hazard analysis and critical control point (HACCP) principles must: (i) Perform a hazard analysis; (ii) Decide on critical control points; (iii) Determine the critical limits; (iv) Establish procedures to monitor critical control points; (v) Establish corrective actions; (vi) Establish verification procedures; and (vii) Establish a recordkeeping system. (2) A school food authority with a food safety program based on the process approach to HACCP must ensure that its program includes: (i) Standard operating procedures to provide a food safety foundation; (ii) Menu items grouped according to process categories; (iii) Critical control points and critical limits; (iv) Monitoring procedures; (v) Corrective action procedures; (vi) Recordkeeping procedures; and (vii) Periodic program review and revision.

SFA Suggested Guidance for Compliance

To come into compliance with the requirements for food safety, the SFA must provide the State Agency with an assurance that the appropriate staff understand the requirements for implementing the food safety plan. The assurance should include; a statement that the food safety plan will be implemented at each site, a statement that proper documentation practices will be established at each site, and that training will be completed for all appropriate SFA staff. Provide the agenda and sign-in sheets from the trainings.

SFA Response



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Finding #5

Offer versus Serve reimbursable meal signage is not posted, including the requirement for students to select at least 1/2 cup fruit or vegetable.

Regulation / Citation Summary

210.10 (a)(2) Schools must identify, near or at the beginning of the serving line(s), the food items that constitute the unit-priced reimbursable school meal(s).

SFA Suggested Guidance for Compliance

To come into compliance with the requirements of Offer vs. Serve, the SFA must state that reimbursable meal signage is now posted for the students and provide the location where it was posted.

SFA Response

Empty box for SFA Response.



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Finding #6

Based on the number of components listed and the number of meals claimed, production records do not support that each snack claimed for reimbursement met the 2 component per student requirements.

Regulation / Citation Summary

210.10(a)(3) Production and menu records. Schools or school food authorities, as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day.

SFA Suggested Guidance for Compliance

To come into compliance with production record, component, and portion size requirements, the SFA must provide an assurance that staff administering the Afterschool Care Snack Program understand these requirements, and the SFA must put a plan in place to ensure future compliance. Training for all afterschool snack program staff must be completed. Submit a copy of the completed sign in sheet and agenda for the training along with the date that the training was completed. Please submit the assurance and plan. The State Agency will determine the correct number of snacks that may be claimed for the review period.

SFA Response

Empty response area for SFA Response.



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Technical Assistance Provided

TA was provided to SFA requirements under Offer vs. Serve include that the SFA must offer the five food components specified in the meal pattern, and students must be allowed the option to deny two items, except that they must take at least a 1/2 cup of either the fruit or vegetable component or 1/2 cup combination of fruit and vegetable. During the review, it was determined that the SFA is not following these requirements. The requirement as well as examples of the findings and possible solutions were reviewed with the SFA.

Signature of Reviewer:

Date: 11/20/17

Signature of Nutritionist

Date: 11-20-17

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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Santa Fe, NM 87501
Phone: 505-827-1814
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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.