



New Mexico Public Education Department
 Coordinated School Health & Wellness Bureau
 Administrative Review Corrective Action Plan

Name of School Food Authority:	Gadsden Independent Schools
School Sites reviewed:	Berino Elementary Vado Elementary Loma Linda Elementary Gadsden Elementary
Date of On-Site Review:	February 6-8, 2017
Date Corrective Action Plan Was provided to SFA:	March 8, 2017
Date your Corrective Action Plan Response is due to NMPED:	April 8, 2017

COMMENDATIONS

PERFORMANCE STANDARD 1
Claims submitted on time
Edit checks being performed daily
Attendance Factor calculated daily

PERFORMANCE STANDARD 2
Meal components were available for all meals
Meal quantities were appropriate
Production records being filled out timely

GENERAL AREAS
On-Site Monitoring performed
Potable water available at the schools
Professional standards being tracked

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
- 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
- The Code of Federal Regulations citation number or alternate resource citation



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SFA Suggested Guidance for Compliance

- **Correct the menu by replacing or finding substitutes for current menu items in order to meet the calorie and sodium requirements. Provide all documentation needed in order to show corrections in menu (Production Records, Recipes, Labels, etc).**

SFA Response #2

Finding #3

Fresh Fruit and Vegetable Program (FFVP) wasn't widely publicized nor did it have an educational component that was taught

Regulation / Citation Summary

Requirements for FFVP <https://www.fns.usda.gov/sites/default/files/handbook.pdf> (pg. 7) - a program implementation plan including efforts to integrate the FFVP with other efforts to either promote sound health and nutrition. Schools must also agree to widely publicize the availability of the program

SFA Suggested Guidance for Compliance

- **SFA to indicate how this finding will be brought into compliance and prevented from occurring in the future.**
- **Indicate which individual would be responsible for ensuring compliance**

SFA Response #3



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Finding #4

Berino Elementary didn't have signage as to what a reimbursable meal consists of displayed in the cafeteria area.

Regulation / Citation Summary

7 CFR 210.10(a)(2)

Meal requirements for lunches and requirements for afterschool snacks.

(a) *General requirements*—

(2) *Unit pricing*. Schools must price each meal as a unit. Schools need to consider participation trends in an effort to provide one reimbursable lunch and, if applicable, one reimbursable afterschool snack for each child every school day. If there are leftover meals, schools may offer them to the students but cannot get Federal reimbursement for them. 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). The price of a reimbursable lunch does not change if the student does not take a food item or requests smaller portions.

SFA Suggested Guidance for Compliance

- SFA to state how to get this finding into compliance and to prevent future occurrences.
- SFA to name an individual who will be responsible for ensuring compliance with this task.

SFA Response #4

Technical Assistance Provided

- Staff need training on students that bring their lunch do not have to get a milk.
- Ensure that the students get enough time to eat for their meals, per SP 08-2014
- Ensure that food products are used prior to their "use-by" date per food handlers
- Students should not be punished by their meals being taken away as witnessed on February 8, 2017 at Gadsden Elementary School.
- Existing Wellness policy needs updates. Per NMAC 6.12.6, the entire School Wellness Policy must be reviewed and approved by the PED. An updated guidance document/template for the Local School Wellness Policy is available from the NMPED at http://ped.state.nm.us/sfsb/tools/2016/PED-CSHWB_Wellness%20Policy%20Guidance%20Document-October%2016.pdf.



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Please note Attachment C, Evaluation Plan Template, of the Wellness Policy Guidance Document to ensure that your School Wellness Policy is in alignment with all the required elements. If all elements are in place, please submit your School Wellness Policy to Ms. Jimmie Thompson, CSHWB Health Education Coordinator, at Jimmie.Thompson@state.nm.us. If, based on the new Wellness Policy Guidance document, an extension is needed prior to submitting the policy for full approval, please contact Ms. Thompson for approval of an extension.

Signature of Reviewer:  _____ Date: 3/8/17

Signature of SFA Representative: _____ Date: _____

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

**Name of Reviewer: Claudia Duran, Health Educator
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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.