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Christopher N. Ruszkowski Susana Martinez
Secretary of Education Governor

Administrative Review Summary and Corrective Actions

SFA Name:	House Municipal Schools
SFA Code/ ID Number:	050000
Administrative Review Conducted on:	Wednesday, October 25, 2017
SFA Contact Name and Title:	Lisa Downey, Business Manager
CNR Reviewer:	Debbie Hawkins

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on October 25, 2017; an exit conference summarizing the findings took place on the same day/or enter date of exit conference.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource, by **Thursday, December 21, 2017**. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office. Please respond to the Administrative Review Corrective Actions by **Thursday, December 21, 2017**.

Thank you,



Casey O'Neill, RD, SNS, Senior Child Nutrition Specialist

CN Resource
1930 N Arboleda, 101, Mesa, Arizona 85213
t 866 941 6368 f 480 325 9967

CN Resource 1930 N Arboleda, 101, Mesa, Arizona 85213 480 325.9966

Administrative Review Technical Assistance Summary

SFA Name:	House Municipal Schools
SFA Code/ID Number:	050000
Administrative Review Conducted on:	Wednesday, October 25, 2017
SFA Contact Name and title:	Lisa Downey, Business Manager
CNR Reviewer:	Debbie Hawkins

Commendations & Suggestions

Great job meeting all fruit and vegetable requirements for the week of menu review!

Thank you for your kind accommodations during the review. You were able to pull the required information quickly which is appreciated.

The school was bright and cheerful and the students seemed happy to be there.

All areas of concern were addressed quickly. Your willingness to make the necessary changes to the serving line and other program areas demonstrate a great desire to run the program according to program regulations.

Other areas of Technical Assistance (Does NOT require SFA Response)

Menu Review- technical assistance was provided in an email to the SFA with the menu review results. Suggestions were provided to bring the menus into compliance.

Confirmation Review - technical assistance was provided that a Confirmation Review should be an actual review of the application to determine if it was determined correctly, not just a signature.

Eligibility - technical assistance provided to update eligibility on the electronic system once the letter is sent to the family.

Meal Components - technical assistance was provided to the kitchen staff to make sure they are using the correct serving utensils for each item served.

Special Dietary Needs - technical assistance was provided that a milk substitute must be offered for students with lactose intolerance. The preschool student does not usually participate, but the parent sends milk when they do. TA provided that the SFA must offer the milk substitute in order to claim the meal for reimbursement. The student did not participate on the day of review.

And Justice for All Poster - the site had an old civil rights poster. They were provided with the updated poster and it was posted immediately.

Professional Standards - technical assistance was provided regarding tracking professional standards training. The SFA was informed about the USDA tool and where to find it.

Extended Eligibility - technical assistance provided regarding extending SNAP benefits to every member of a household, not just the dependents of the person receiving the benefits. There were no students who did not have the appropriate benefits.

Local Wellness Policy - Local Wellness Policies were discussed with the SFA. The SFA is required to perform an assessment of the Local Wellness Policy at a minimum at least once every three years. The results of the assessment must be made available to the public.

SFA Name:	Site(s) Selected for Review:			
<i>House Municipal Schools</i>	1 <i>House Municipal School</i>	NSLP Grade Group: 9-12	SBP Grade Group: 9-12	<input type="checkbox"/> N/A
SFA ID Number:	2 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
<i>050000</i>	3 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
Week of Menu Review:	<u>9/11-17 - 9/14/17</u>			

Menu Review Findings: Lunch

Site 1:

1. For the week of menu review, the lunch menu did not meet the minimum grain requirements. The minimum portion size was not met and not all grains offered at lunch were whole grain-rich. This contributed to not meeting the following requirements: daily grain, weekly grain, and whole grain-rich. This is a repeat finding.
2. For the week of menu review, the lunch menu did not meet the minimum daily and weekly requirements for meat/meat alternate. A meat/meat alternate was offered daily, however the minimum daily and weekly requirements were not met. This is a repeat finding.
3. For the week of menu review, the lunch menu did not meet milk requirements. Fluid milk offered must be low-fat (1% milk fat or less, unflavored) or fat-free (flavored or unflavored). 1% chocolate milk was served. This was a finding on the day of review as well.

Technical Assistance

During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the National School Lunch Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

For detailed regulations see: 7 CFR 210.10

Required Criteria for Response to Findings	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a written statement that all menus will be reviewed to ensure that all components are offered in at least the minimum amount required to meet the daily and weekly requirements.			
2. List the steps that will be taken when a site does not have one of the planned menu items or there are insufficient quantities on the serving day.			
3. Provide a written statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
4. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.			

5. Submit 1 week of menus and production records that indicate all menu items, the portion size and the component contribution for each item.			
6. Provide labels, ingredient lists, CN labels, product formulation statements, and revised or new recipes as needed for any items that have been added to the menu, if they have replaced an item, indicate the item that it replaced.			

Menu Review Findings: Breakfast

1. For the week of menu review, the breakfast menu did not meet milk requirements. Fluid milk offered must be low-fat (1% milk fat or less, unflavored) or fat-free (flavored or unflavored). 1% chocolate milk was served. This was a finding on the day of review as well.

Technical Assistance

During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the School Breakfast Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

For detailed regulations see: 7 CFR 220.10

Required Criteria for Response to Findings	SFA Response	CNR Internal	
		Appv	Intls.
1. Provide a statement that all menus will be reviewed to ensure that all components are offered in at least the minimum amount required to meet the daily and weekly requirements as applicable.			
2. Provide a written process for sites to reference when they do not have one of the planned menu items or there are insufficient quantities on the serving day.			
3. Provide a statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			
4. Submit the position title(s) of the SFA representative(s) that will oversee this area and ensure future compliance.			
5. Submit 1 week of menus and production records that indicate all menu items, the portion size and the component contribution for each item.			

6. Provide labels, ingredient lists, CN labels, product formulation statements, and revised or new recipes as needed for any items that have been added to the menu, if they have replaced an item, indicate the item that it replaced.

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Required Corrective Actions- Review Areas
New Mexico Public Education
Coordinated School Health & Wellness
Administrative Review Corrective Action Plan

SFA Name: House Municipal Schools
 SFA Code/ID: 050000

Administrative Review Conducted: Wednesday, October 25, 2017
 Site(s) Selected for Review: House Municipal School
N/A
N/A

Date Corrective Action Plan was provided to SFA: 11/21/2017

Due Date for Corrective Action Plan: 12/21/2017

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.

Please enter the detailed response for each in the spaces provided .

Finding #1: Certification and Benefit Issuance			
Not all selected applications were approved correctly. The SFA did not calculate the income correctly.			
Technical Assistance			
During the review, determining applications was discussed with the SFA. The income application was incorrectly calculated by both the determining official and the confirming official. When determining eligibility a careful review of the income amount listed and the family size must be used to determine eligibility based on the most current Income Eligibility Guidelines. This application was chosen for Verification and the documentation provided by the family validated the income information on the application.			
<i>For detailed regulation see: Eligibility Manual Chapter 3 Determining Eligibility for Applications based on income</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a copy of the letter sent to the family notifying them of the change in eligibility.			

Finding #2: Certification and Benefit Issuance			
The hearing official may not also be the confirming official.			
Technical Assistance			
During the review the SFA was informed that the hearing official may not have any part in determining the applications.			

For detailed regulation see: 245.7(a)(2)(vii)			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the hearing official will not also be involved in determining the applications.			
4. Provide the person, by position, who will be the hearing official and confirming official.			

Finding #3: Meal Counting and Claiming

The breakfast point of service did not provide an accurate meal count by eligibility status. This is a systemic error. Milk and juice were in a separate room from the serving line. Students were counted before it could be determined that they had at least 1/2 cup of fruit and other components of a reimbursable meal.

Technical Assistance

To be in compliance, the SFA must ensure that meal counts taken at the point of service correctly identify the number of free, reduced priced and paid lunches served. Tracking students accurately at the point of service was reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately. The SFA determined to move the milk cooler to the serving line area and all students will be required to go through the line to pick up their breakfast items. The point of service will be located at the end of the serving line. Students will be required to have all components before their meals are counted.

For detailed regulation see: 210.7(c)(1) Lunch count system.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide breakfast meal counts for 30 days, beginning October 30, 2017.			

Finding #4: Meal Components and Quantities Day of Review

Signage is not posted near or at the beginning of the serving line identifying what constitutes a reimbursable meal for breakfast. This is a repeat finding.

Technical Assistance

During the review, the importance of signage was discussed with the SFA. The SFA must ensure that signage is posted near or at the beginning of the serving line identifying what constitutes a reimbursable meal.

For detailed regulation see: 220.8(a)(2) Unit pricing.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.

1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement that meal signage has been posted.			

Finding #5: Civil Rights

The SFA is attempting to resolve complaints alleging discrimination within the FNS School Meal Programs.

Technical Assistance

During the review the requirement for the SFA to have a complaint procedure was discussed. The procedure must indicate: that any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint; all complaints, written or verbal, must be forwarded to the appropriate Regional or FNS OCR Director, unless an approved State complaint procedure is in place; in the event a complainant makes the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint for the complainant. The procedure must also identify the outside agency to which the complaints are forwarded.

For detailed regulation see: FNS Instruction 113-1 Section XV Complaint Procedures

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of assurance that all alleged civil rights complaints regarding the meal programs will not be handled internally and that the complaints will be forwarded to the appropriate agency.			

Finding #6: Civil Rights

The SFA must use the current civil rights statement on all Program materials. The SFA is not using the civil rights statement the school menu.

Technical Assistance

During the review the requirement for the most current civil rights statement to appear on all Program material was discussed with the SFA. The SFA must use the most current statement on all Program material. Per USDA requirements the new Non-discrimination statement must be on all program materials no later than September 30, 2016. The SFA was provided with the USDA link to the new non-discrimination statement. <http://www.fns.usda.gov/fns-nondiscrimination-statement>.

For detailed regulation see: FNS Instruction 113-1 IX A 3 Nondiscrimination Statement.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			

2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a copy of the December menu that shows the non-discrimination statement has been added.			

Finding #7: Local School Wellness Policy

The SFA does not have a Local School Wellness Policy that contains all the required components.

Technical Assistance

During the review, Local Wellness Policies were discussed with the SFA. The Local Wellness Policy is required to contain the following: a designation of one or more SFA officials in charge of school compliance oversight; a plan for measuring compliance; goals for nutrition education, nutrition promotion, other school based activities to promote student wellness, and physical activity; and guidance for all foods available on school campus. The SFA should also contact the state agency to determine if there are any additional requirements from the state or if they have any state specific resources. The SFA was provided with the USDA link for Wellness Policies. <http://www.fns.usda.gov/tn/local-school-wellness-policy>

For detailed regulation see: 210.31 Local School Wellness Policy

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a copy of the completed Local Wellness Policy.			
4. If the SFA needs more time to finish the Local Wellness Policy, provide a timeline for when parts of the plan will be completed.			

Finding #8: Food Safety and Storage

Storage violations were observed on-site. The SFA had food that was not dated upon delivery.

Technical Assistance

During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is dated upon delivery, including freezer items.

For detailed regulation see: 210.13(d) (d) Storage.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

3. Provide a written statement that all food items are dated with the delivery date.			
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Finding #9: Summer Food Outreach

The SFA has not performed SFSP outreach.

Technical Assistance

It was determined during the review that the SFA has not performed SFSP outreach. The SFA must perform SFSP outreach before the end of the school year. Methods of outreach such as posting SFSP information on the SFA's website, parent newsletters and district-wide emails were discussed with the SFA.

Schools may fulfill this requirement through Robo calls, flyers or other methods that notify the community of locations of summer meal sites.

Methods to locate sites that serve free meals to children during the summer include the following:

- Call 211
- Call 1.866.3Hungry or 1.877.8Hambre
- Visit the website: www.fns.usda.gov/summerfoodrocks (note, this replaces the whyhunger.org website)
- Use the site locator for smartphones - Rangeapp.org

For detailed regulation see: 210.12(d) Outreach activities. (2)

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that the SFA will cooperate with Summer Food Service Program sponsors to conduct outreach on the availability of the Summer Food Service Program.			

Finding #10: Verification

Not all applications selected for review were verified correctly. The SFA did not determine the correct eligibility based on household income and size.

Technical Assistance

During the review, properly determining the correct eligibility, based on household income and size, was discussed with the SFA. To determine eligibility, the SFA must follow the procedures for processing applications and submitted eligibility documents as outlined in the Eligibility Manual for School Meals, Chapter 3, as well as the procedures for verifying applications as outlined in Chapter 4.

For detailed regulation see: Eligibility Manual Chapter 2A

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			

2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the SFA will determine applications selected for verification based on the total household income and the household size.			

Finding #11: Verification

The SFA's verification notification letter does not include all of the required information. A copy was not available for review.

During the review, the content of the verification notification letter was discussed with the SFA. In its notification letter, the SFA must include the information outlined in the Eligibility Manual for School Meals, Chapter 4.

For detailed regulation see: 245.6a(f) Verification procedures

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the SFA's verification notification letter must include the information outlined in the Eligibility Manual for School Meals, Chapter 4.			
4. Provide a copy of the verification notification letter.			

Finding #12: Reporting and Recordkeeping

Records were not retained for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits.

Technical Assistance

Records must be retained for three (3) years after the final Claim for Reimbursement for the fiscal year or until the resolution of any audits. It was determined that the SFA was not retaining records for 3 years after the final Claim for Reimbursement. The requirement for the SFA to retain records for the required time period was discussed with the SFA.

For detailed regulation see: 210.23 (c) Retention of records.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

<p>3. Provide a written statement that includes: an indication that records will now be maintained for required time period and that a process that has been put into place to ensure that all required records will be maintained for 3 years after the final claim for reimbursement or until the resolution of an audit</p>			
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Finding #13: Resource Management

The SFA did not provide the requested documentation to complete the Maintenance of the NonProfit School Food Service Account portion of the resource management review. The reviewer was unable to determine compliance with net cash resource limitations.

Technical Assistance

The SFA was asked to submit a Statement of Revenues & Expenditures for SY 16-17, as well as a Balance Sheet as of June 30, 2016. The SFA only submitted a summary expense report for Fund 21000, and did not submit any revenue or fund balance information, despite repeated requests by the reviewers. The SFA had an excess cash balance during the SY 15-16 per their audit report, and the reviewer was unable to confirm if the SFA is still out of compliance. The SFA must submit a revenue report for Fund 21000 for SY 16-17, as well as the Balance Sheet for Fund 21000 as of June 30, 2016. Alternately, the SFA could submit the entire Fund 21000 trial balance for SY 16-17. If the SFA's ending fund balance exceeds the 3 month average expenses, the SFA must submit a spend-down plan explaining how they will reduce the excess balance. 3 month average expenses can be determined by taking total expenses for the year, dividing by 9 operating months, and multiplying by 3. The SFA received an excess net cash resource finding on their previous Administrative Review.

For detailed regulation see: 210.14(b) Net cash resources.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
<p>1. Provide the Statement of Revenues for Fund 21000 for SY 16-17. This should include all revenues that accrued to the food service fund, including USDA reimbursements, student sales, and adult meal sales.</p>			
<p>2. Provide the Balance Sheet for Fund 21000 as of June 30, 2016. This should include all asset, liability, and equity accounts for Fund 21000.</p>			
<p>3. If the SFA's ending fund balance exceeded the three month average expenses, the SFA must submit a spend-down plan explaining how the SFA will lower the nonprofit school food service fund balance to a level at or below 3 months average expenditures. This should include estimated dates and amounts of any planned purchases/costs, as well as an expected timeline for spending down the balance.</p>			

4. Provide a written statement explaining the internal controls that have been put into place to ensure that the food service net cash resource balance will remain under 3-months' average expenses in the future, or prior approval will be received from the State Agency if an excess balance is expected.			
5. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

Finding #14: Resource Management

The SFA incorrectly completed the Paid Lunch Equity Tool, therefore the tool did not determine compliance with paid lunch equity requirements.

Technical Assistance

During the review, it was determined that the SFA did not correctly calculate the weighted average paid lunch requirement price (most commonly calculated using the Paid Lunch Equity Tool) in order to determine compliance with paid lunch equity requirements. The SFA's submitted tool was incomplete and contained significant errors. They did not fill out the Unrounded Requirement Finder tab, and their October 2016 paid lunch prices on the Price Calculator tab do not match the prices reported to PED. The SFA should properly train staff on how to complete the Paid Lunch Equity Tool, in order to correctly determine if a paid lunch price increase is necessary. Further technical assistance was provided during the review, including the reviewer sending a corrected copy of the PLE Tool to the SFA.

For detailed regulation see: 210.14(e) Pricing paid lunches.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide written assurance that you understand the mistakes made on the SY 17-18 Paid Lunch Equity Tool, that you received a corrected copy of the tool from the reviewer, and that you understand how to complete the tool for next year.			
2. Provide documentation showing the SY 16-17 and SY 17-18 paid lunch prices. This could be board minutes, student handbooks, point of sale report showing the selling prices, etc.			
3. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

Finding #15: Resource Management

The SFA did not charge enough for paid lunches, or did not transfer enough non-federal funds into the food service account to make up for a paid lunch price deficiency.

Technical Assistance

The SFA did not increase paid lunch prices as required by paid lunch equity requirements (calculated using the Paid Lunch Equity Tool), and did not transfer sufficient

non-federal funds into the food service account to make up for this paid lunch price deficiency. The SFA's revised PLE tool showed a weighted average price requirement of \$2.48 for the SY 17-18, but the SFA's current weighted average price is only \$2.38. The SFA should have increased prices by \$.10. The SFA should ensure the Paid Lunch Equity Tool is completed annually, and if the tool shows a paid lunch price increase is necessary, the SFA must raise the weighted average paid lunch price as required (no more than \$.10 per year is required). If the SFA chooses to not raise paid lunch prices as required, they must complete the NonFederal Calculator tab of the Paid Lunch Equity Tool to determine how much non-federal funds is required to make up for the price deficiency. Appropriate non-federal fund sources include state funding received for student lunches and breakfasts, general funds, and funds provided by community organizations. Nonprogram food sales cannot be used to offset the cost of paid lunches.

For detailed regulation see:

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide documentation showing that paid lunch prices have been increased as necessary, or that sufficient nonfederal funds have been transferred into the food service account. If prices will not be increased until a later date (such as the beginning of the next semester), provide written assurance of the new paid lunch price(s) and the date that the new price(s) will be implemented.			
2. Explain the internal controls you have put in place to ensure paid lunch equity requirements are met in the future. This could include training on how to complete and interpret the Paid Lunch Equity Tool, improving communication between food service staff and school administrators, and having a written timeline for when the tool will be completed and paid lunch price decisions will be made.			

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date indicated.

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the SFA. In addition the SFA ensures that additional training will be provided to all applicable staff to bring all finding areas into compliance moving forward.

Signature of SFA Representative: _____
 Signature of CN Resource Reviewer: Debbie Hawkins

Date: _____
 Date: October 25, 2017

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

Administrative Review Team

**Required Corrective Actions- Review Areas**

CN Resource
P.O. Box 31060
Mesa, AZ 85275
866-941-6368
adminreview@cnresource.com

Helpful Resources

The following are a list of links to resources that may be helpful when responding to the findings from the Administrative Review and helping to bring all finding areas into compliance.

USDA Federal Regulations:

National School Lunch Program: [USDA FNS 7 CFR 210](#)

School Breakfast Program: [USDA FNS 7 CFR 220](#)

Determining Eligibility: [USDA FNS 7 CFR 245](#)

Certification and Benefit Issuance:

2017-2018 Federal Income Eligibility Guidelines:

<https://www.fns.usda.gov/school-meals/fr-041017>

2017-2018 USDA prototype Household Application and supporting forms:

<https://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

Verification:

2017-2018 USDA prototype Household Application and supporting forms:

<https://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

Counting and Claiming:

2017-2018 USDA Reimbursement Rates:

<https://www.fns.usda.gov/school-meals/rates-reimbursement>

Menu Compliance:

USDA Nutrition Standards for School Meals:

<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

Whole Grain Resource Guide:

<https://fns-prod.azureedge.net/sites/default/files/WholeGrainResource.pdf>

Meal Pattern Guide by Grade Group:

<https://fns-prod.azureedge.net/sites/default/files/dietaryspecs.pdf>

Offer vs Serve:

USDA Offer versus Serve Guidance Manual:

<https://fns-prod.azureedge.net/sites/default/files/SP57-2014a.pdf>

Resource Management:

2017-2018 USDA Paid Lunch Equity Tool:

<https://www.fns.usda.gov/school-meals/paid-lunch-equity-sy2017-18-calculations-and-revised-tool>

USDA Non-Program Food Revenue Tool:

<https://www.fns.usda.gov/guidance-paid-lunch-equity-and-revenue-nonprogram-foods>

Civil Rights:

USDA Non-Discrimination Statement

<https://www.fns.usda.gov/fns-nondiscrimination-statement>

USDA-FNS Accommodating Children with Disabilities in the School Meal Programs

<https://fns-prod.azureedge.net/sites/default/files/cn/SP40-2017a1.pdf>

On-Site Monitoring:

USDA On-Site Monitoring forms for National School Lunch and School Breakfast Programs:

<https://fns-prod.azureedge.net/sites/default/files/cn/SP56-2016os.pdf>

Wellness Policy:

USDA Wellness Policy Implementation Tools and Resources:

<https://www.fns.usda.gov/tn/implementation-tools-and-resources>

Smart Snacks:

USDA Guide to Smart Snacks:

<https://fns-prod.azureedge.net/sites/default/files/tn/USDASmartSnacks.pdf>

Professional Standards:

USDA Professional Standards tools and references:

<https://www.fns.usda.gov/school-meals/professional-standards>

Food Safety:

USDA Food Safety Resources:

<https://www.fns.usda.gov/ofs/food-safety>

Institute of Child Nutrition Food Safety Plan:

<http://www.theicn.org/ResourceOverview.aspx?ID=75>

Buy American Provision:

2017 USDA Memo on Compliance with Buy American Provision:

<https://fns-prod.azureedge.net/sites/default/files/cn/SP38-2017os.pdf>

School Breakfast and Summer Food Service Program Outreach:

<https://www.fns.usda.gov/sfsp/raise-awareness>

Afterschool Snack Program:

USDA Webpage for the Afterschool Snack Program:

<https://www.fns.usda.gov/school-meals/afterschool-snacks>

Special Milk Program:

USDA Webpage for the Special Milk Program:

<https://www.fns.usda.gov/smp/special-milk-program>

Fresh Fruit and Vegetable Program:

USDA Fresh Fruit and Vegetable Program Handbook:

<https://fns-prod.azureedge.net/sites/default/files/handbook.pdf>

Community Eligibility Provision and Provision II:

USDA Community Eligibility Guidance and Updated FAQs:

<https://www.fns.usda.gov/community-eligibility-provision-guidance-and-updated-qas-1>