



New Mexico Public Education Department

Coordinated School Health & Wellness Bureau

Administrative Review Corrective Action Plan

Name of School Food Authority: **La Academia de Esperanza**

School Site reviewed: **La Academia de Esperanza**

Date of On-Site Review: **December 8, 2017**

Date Corrective Action Plan Was provided to SFA: **January 9, 2018**

Date your Corrective Action Plan Response is due to NMPED: February 8, 2018

COMMENDATIONS

PERFORMANCE STANDARD 1

PERFORMANCE STANDARD 2

GENERAL AREAS

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

Finding #1

Desert Hills site is not familiar with new Meal Pattern

Regulation / Citation Summary

210.10 (b) (c) *Meal pattern for school lunches.* Schools must offer the food components and quantities required in the lunch meal pattern established in the following table:

Meal pattern	Lunch meal pattern		
	Grades K-5	Grades 6-8	Grades 9-12
Amount of food ^a per week (minimum per day)			
Fruits (cups) ^b	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^b	3¾ (¾)	3¾ (¾)	5 (1)
Dark green ^c	½	½	1
Red/Orange ^c	¾	¾	1½
Beans and peas (legumes) ^c	½	½	1
Starchy ^c	½	½	1
Other ^{c,d}	½	½	¾
Additional Veg to Reach Total ^e	1 ^e	1 ^e	1½
Grains (oz eq) ^f	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^g	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week			
Min-max calories (kcal) ^h	550-650	600-700	750-850
Saturated fat (% of total calories) ^h	<10	<10	<10
Sodium (mg) ^{h,i}	≤640	≤710	≤740
Trans fat ^h	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

SFA Suggested Guidance for Compliance

Work with Canteen to ensure at least the minimum portion size is being prepared and served per age group

SFA Response



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Finding #2
Counts are not being complete at Point Of Service (POS)
Regulation / Citation Summary
7 CFR 210.9(b)(9)Count the number of free, reduced price and paid reimbursable meals served to eligible children at the point of service, or through another counting system if approved by the State agency;
SFA Suggested Guidance for Compliance
Ensure trained staff is counting at the end of the meal service line to
SFA Response

Finding #3
Site Monitoring not being completed
Regulation / Citation Summary
210.18 (h)(2) (E) (iii) <i>School food authority on-site monitoring.</i> The State agency must ensure that the school food authority conducts on-site reviews of each school under its jurisdiction, as required by §§210.8(a)(1) and 220.11(d) of this chapter, and monitors claims and readily observable general areas of review in accordance with §§210.8(a)(2) and (a)(3), and 220.11(d) of this chapter.
SFA Suggested Guidance for Compliance
Work with Canteen to ensure onsite monitoring is being completed for both sites
SFA Response

Finding #4
Edit Checks are not being maintained
Regulation / Citation Summary
210.8 (a) (3) <i>Edit checks.</i> (i) The following procedure shall be followed for school food authorities identified in paragraph (a)(2)(ii) of this section, by other school food authorities at State agency option, or, at their own option, by school food authorities identified in paragraph (a)(2)(i) of this section: the school food authority shall compare each school's daily counts of free, reduced price and paid lunches against the product of the number of children in that school currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor.
SFA Suggested Guidance for Compliance
Ensure Edit Checks are maintained on a daily basis
SFA Response



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Finding #5

Production Records are not maintained

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. Labels or manufacturer specifications for food products and ingredients used to prepare school meals must indicate zero grams of *trans* fat per serving (less than 0.5 grams). Schools or school food authorities must maintain records of the latest nutritional analysis of the school menus conducted by the State agency. Production and menu records must be maintained in accordance with FNS guidance.

SFA Suggested Guidance for Compliance

Ensure Production Records are maintained on a daily basis

SFA Response

Finding #6

Two types of Milk are not being offered

Regulation / Citation Summary

210.10 (d) *Fluid milk requirement*—(1) *Types of fluid milk*. (i) Schools must offer students a variety (at least two different options) of fluid milk. All milk must be fat-free or low-fat. Milk with higher fat content is not allowed. Fat-free fluid milk may be flavored or unflavored, and low-fat fluid milk must be unflavored. Low fat or fat-free lactose-free and reduced-lactose fluid milk may also be offered.

SFA Suggested Guidance for Compliance

Ensure two types of milk is being offered for all meals

SFA Response

Finding #7

No signage to assist student in identifying a reimbursable meal

Regulation / Citation Summary

210.18 (g) (2) (B)(1) Observe a significant number of program meals, as described in the *FNS Administrative Review Manual*, at each serving line and review the corresponding documentation to determine whether all reimbursable meal service lines offer all of the required food components/items and quantities for the age/grade groups being served, as required under §210.10, as applicable, and §220.8 of this chapter, as applicable. Observe meals at the beginning, middle and end of the meal service line, and confirm that signage or other methods are used to assist students in identifying the reimbursable meal. If the State agency identifies missing components or



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inadequate quantities prior to the beginning of the meal service, it must inform the school food authority and provide an opportunity to make corrections. Additionally, if visual observation suggests that quantities offered are insufficient or excessive, the State agency must require the reviewed schools to provide documentation demonstrating that the required amounts of each component were available for service for each day of the review period.

SFA Suggested Guidance for Compliance

Ensure appropriate signage is visible to all students

SFA Response

Finding #8

Not all grain products are whole grain

Regulation / Citation Summary

210.10 (c) Beginning July 1, 2012 (SY 2012-2013), at least half of grains offered must be whole grain-rich. Beginning July 1, 2014 (SY 2014-15), all grains must be whole grain-rich.

SFA Suggested Guidance for Compliance

Work with Canteen to ensure grains are in compliance

SFA Response

Finding #9

Desert Hills maintaining records for 3 years plus current

Regulation / Citation Summary

7 CFR 210.23 (c) *Retention of records*. State agencies and school food authorities may retain necessary records in their original form or on microfilm. State agency records shall be retained for a period of 3 years after the date of submission of the final Financial Status Report for the fiscal year. School food authority records shall be retained for a period of 3 years after submission of the final Claim for Reimbursement for the fiscal year. In either case, if audit findings have not been resolved, the records shall be retained beyond the 3-year period as long as required for the resolution of the issues raised by the audit.

SFA Suggested Guidance for Compliance

Work with Canteen on proper recordkeeping compliance

SFA Response



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Finding #10

Staff not properly trained on NSLP

Regulation / Citation Summary

7 CFR 210.30 (d) *Continuing education/training standards for all staff with responsibility for school nutrition programs.* Each school year, the school food authority must ensure that all staff with responsibility for school nutrition programs that work an average of at least 20 hours per week, other than school nutrition program directors and managers, completes annual training in areas applicable to their job. For the school year beginning July 1, 2015, staff must complete four hours of annual training. Beginning July 1, 2016, six hours of annual training are required. Part-time staff working an average of less than 20 hours per week must complete four hours of annual training beginning July 1, 2015. The annual training must include, but is not limited to, the following topics, as applicable to their position and responsibilities:

- (1) Free and reduced price eligibility;
- (2) Application, certification, and verification procedures;
- (3) The identification of reimbursable meals at the point of service;
- (4) Nutrition;
- (5) Health and safety standards; and
- (6) Any specific topics identified by FNS, as needed, to address Program integrity or other critical issues.

SFA Suggested Guidance for Compliance

Work with Canteen to ensure SFA is in compliance with Professional Standard Requirements for anyone involved in NSLP

SFA Response

Finding #11

Not all Food items were dated

Regulation / Citation Summary

210.8 (d) *Storage.* The school food authority shall ensure that the necessary facilities for storage, preparation and service of food are maintained. Facilities for the handling, storage, and distribution of purchased and donated foods shall be such as to properly safeguard against theft, spoilage and other loss.

SFA Suggested Guidance for Compliance

Ensure all food items are dated for proper 1st in, 1st out method

SFA Response



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Finding #12

School is not adjusting portion size in accordance with the age group

Regulation / Citation Summary

210.10 (c) Meal requirements for lunches and requirements for afterschool snacks. *Meal pattern for school lunches.* Schools must offer the food components and quantities required in the lunch meal pattern established in the following table:

Meal pattern	Lunch meal pattern		
	Grades K-5	Grades 6-8	Grades 9-12
	Amount of food ^a per week (minimum per day)		
Fruits (cups) ^b	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^b	3¼ (¼)	3¼ (¼)	5 (1)
Dark green ^c	½	½	½
Red/Orange ^c	¼	¼	1¼
Beans and peas (legumes) ^c	½	½	½
Starchy ^c	½	½	½
Other ^{c d}	½	½	¼
Additional Veg to Reach Total ^e	1 ^e	1 ^e	1½ ^e
Grains (oz eq) ^f	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^g	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week			
Min-max calories (kcal) ^h	550-650	600-700	750-850
Saturated fat (% of total calories) ^h	<10	<10	<10
Sodium (mg) ^{h i}	≤640	≤710	≤740
<i>Trans fat</i> ^h	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans fat</i> per serving.		

SFA Suggested Guidance for Compliance

Work with Canteen to ensure enough food is prepared and served to each age group

SFA Response



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Signature of Reviewer: Marina Gomez Date: 1/9/18

Signature of SFA Representative: _____ Date: _____

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

**Name of Reviewer: Marina Gomez, 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.