



New Mexico Public Education Department  
Student Success & Wellness Bureau  
Administrative Review Corrective Action Plan

Name of School Food Authority: **Las Cruces Catholic School**  
School Site(s) reviewed: **Las Cruces Catholic School**

Date of On-Site Review: **October 17, 2017**

Date Corrective Action Plan Was provided to SFA: **November 15, 2017**

**Date your Corrective Action Plan Response is due to NMPED: December 15, 2017**

**COMMENDATIONS**

- The kitchen staff did a wonderful job serving the meals to the students.
- Proper signage was posted in the dining area.
- The Wellness Policy is up to date and contains all of the required pieces.

**Other areas of Technical Assistance (NOT requiring Corrective Action)**

- Emailed a copy of the onsite monitoring form
- Emailed a copy of the current applications to be used to obtain income eligibility.
- The SFA did not complete the verification training; it is required for staff to complete verification training.

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**

<b>Finding #1</b>
Household notification of denied benefits is not consistent with FNS requirements, as it is not provided to the household in writing. (All denied household applications should receive a denial notification letter.
<b>Technical Assistance Provided</b>
During the review, household notification of eligibility status was discussed with the SFA. For all households that qualify for benefits must be notified within 10 days of receipt of the completed application, however it is not required that these households are notified in writing. The SFA must notify the household of denied benefits in writing, the notification must be provided within 10 days of receipt of a completed application. At a minimum the notification of denial letter must include the reason for the denial of benefits, e.g. income in excess of allowable limits or incomplete application, notification of the right to appeal, instructions on how to appeal, and a statement reminding parents that they may reapply for free or reduced price benefits at any time during the school year. For additional information on the notification letter the SFA should review the Eligibility Manual for School Meals, Chapter 3.
<b>Regulation / Citation Summary</b>
245.6(c)(7) Denied applications and the notice of denial. When the application furnished by a family is not complete or does not meet the eligibility criteria for free or reduced price benefits, the local educational agency must document and retain the reasons for ineligibility and must retain the denied application. In addition, the local educational agency must promptly provide written notice to each family denied benefits. At a minimum, this notice shall include: (i) The reason for the denial of benefits, e.g. income in excess of allowable limits or incomplete application; (ii) Notification of the right to appeal; (iii) Instructions on how to appeal; and (iv) A statement reminding parents that they may reapply for free or reduced price benefits at any time during the school year.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with the requirements for household notification, the SFA must provide the State Agency with a written assurance that staff administering the free and reduced lunch program understand these requirements. The assurance should include a statement that, the SFA will notify the household of eligibility status within 10 days of receipt of the completed application, a statement that any denied households will be notified in writing, and a process that will be implemented to ensure that are households are notified of eligibility within the required timeframe. Please submit a copy of the notification of denied benefits letter with the corrective action response.
<b>SFA Response</b>



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<b>Finding # 2</b>
The SFA did not complete verification.
<b>Technical Assistance Provided</b>
<p>During the review, completing verification was reviewed with the SFA. The SFA was informed that they must complete verification according to regulations and within the correct timeframe. The SFA should review the current Income Eligibility Manual for additional verification information.</p>
<b>Regulation / Citation Summary</b>
<p>CFR 245.6a(C)(1) General. The local educational agency must verify eligibility of children in a sample of household applications approved for free and reduced price meal benefits for that school year.</p>
<b>SFA Suggested Guidance for Compliance</b>
<p>To come into compliance the SFA must provide the State Agency with an assurance that staff conducting verification understand that verification must be completed each year. The SFA must put a plan in place to ensure that verification is completed correctly and within the correct timeframe. The plan should include when verification will begin and end, the process for completing verification, the person by position who will oversee verification, and how and where paperwork will be maintained. Additionally, SFA staff will need to complete the Verification of Eligibility training found in the School Nutrition Toolbox at <a href="http://www.schoolnutritiontoolbox.org/snt-v3/index.php">http://www.schoolnutritiontoolbox.org/snt-v3/index.php</a>.</p>
<b>SFA Response</b>

<b>Finding # 3</b>
The SFA does not have documentation demonstrating that a confirmation review took place. The applications need to have a determining official signature and date as well as a confirming official signature and date to show confirmation took place.
<b>Technical Assistance Provided</b>
<p>During the review, documenting the confirmation review was discussed with the SFA. The SFA must conduct confirmation reviews and maintain documentation that these took place.</p>
<b>Regulation / Citation Summary</b>
<p>245.6a(e) Activities prior to household notification—(1) Confirmation of a household's initial eligibility. (i) Prior to conducting any other verification activity, an individual, other than the individual who made the initial eligibility determination, shall review for accuracy each approved application selected for verification to ensure that the initial determination was correct. (ii) The requirements in paragraph (e)(1)(i) of this section are waived if the local educational agency is using a technology-based system that demonstrates a high level of accuracy in processing an initial eligibility determination based on the income eligibility guidelines for the National School Lunch Program.</p>
<b>SFA Suggested Guidance for Compliance</b>
<p>To come into compliance with the requirements for documenting confirmation reviews, the SFA must provide the State Agency with an assurance that staff conducting verification understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance that includes the person(s) by position(s) who will be completing the confirmation reviews and plan to the State Agency.</p>



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## SFA Response

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## Finding # 4

The SFA did not complete verification by November 15.

### Technical Assistance Provided

During the review, completing verification on time was discussed with the SFA. The SFA must complete verification by November 15.

### Regulation / Citation Summary

245.6a(b) Deadline and extensions for local educational agencies—(1) Deadline. The local education agency must complete the verification efforts specified in paragraph (c) of this section not later than November 15 of each school year.

### SFA Suggested Guidance for Compliance

To come into compliance with the due date of verification, the SFA must provide the State Agency with an assurance that staff conducting verification understand this requirement, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan to the State Agency. This plan should include, but is not limited to include the person(s) by position(s) who will be involved, specific tasks to be completed, and dates for completion.

## SFA Response

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## Finding # 5

The SFA did not provide the yearly civil rights training for the appropriate staff.

### Technical Assistance Provided

During the on-site review the requirement to provide a yearly civil rights training was discussed with the SFA. The SFA must provide civil rights training at least once a year to all frontline staff and supervisor and maintain all required documentation.

### Regulation / Citation Summary

FNS Instruction 113-1 Section XI Training is required so that people involved in all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures, and directives. Persons responsible for reviewing CR compliance must receive training to assist them in performing their review responsibilities. This training may be carried out as part of ongoing technical assistance. The FNS Regional OCR and State agencies will be responsible for training State agency staffs. State agencies are responsible for training local agencies. Local agencies are responsible for training their sub-recipients, including "frontline staff." "Frontline staff" that interacts with program applicants or participants, and those persons who supervise "frontline staff," must be provided civil rights training on an annual basis. Specific subject matter must include, but not be limited to: A. Collection and use of data, B. Effective public notification systems, C. Complaint procedures, D. Compliance review techniques, E. Resolution of noncompliance, F. Requirements for reasonable accommodation of persons with disabilities, G. Requirements for language assistance, H. Conflict resolution, and I. Customer service.



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### **SFA Suggested Guidance for Compliance**

To come into compliance with this requirement, the SFA must submit to the State Agency the process that will be put into place to ensure that the yearly civil rights training will be provided to all SFA staff and that the training will cover the required topics. Provide supporting documentation to demonstrate that the required topics will be covered, such as an agenda or a copy of the training.

### **SFA Response**

<b>Finding # 6</b>
The SFA is not tracking training hours.
<b>Technical Assistance Provided</b>
During the on-site review, training requirements were discussed with the SFA. To be in compliance, the SFA must track the hours of training completed by all School Nutrition staff. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.
<b>Regulation / Citation Summary</b>
210.30(g) School food authority oversight. Each school year, the school food authority director must document compliance with the requirements of this section for all staff with responsibility for school nutrition programs, including directors, managers, and staff. Documentation must be adequate to establish, to the State's satisfaction during administrative reviews, that employees are meeting the minimum professional standards.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with the requirements for Professional Standards, 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, indicating how the SFA will ensure that training is now being tracked.
<b>SFA Response</b>

<b>Finding #7</b>
On-site monitoring was not completed for all or some of the sites within the SFA.
<b>Technical Assistance Provided</b>
During the review, the requirement for on-site monitoring was reviewed with the SFA. It was determined that the SFA did not complete on-site monitoring by the approved extension deadline. Since the SFA has multiple sites they are required to monitor the lunch counting and claiming system for each site in the SFA prior to February 1st of each year unless an extension was requested by the SFA and approved by the State Agency.



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<b>Regulation / Citation Summary</b>
210.8(a)(1) On-site reviews. Every school year, each school food authority with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year. Further, if the review discloses problems with a school's meal counting and claiming procedures, the school food authority shall: ensure that the school implements corrective action; and, within 45 days of the review, conducts a follow-up on-site review to determine that the corrective action resolved the problems. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the State agency under §210.7(c) of this part and that the counting system, as implemented, yields the actual number of reimbursable free, reduced price and paid lunches, respectively, served for each day of operation.
<b>SFA Suggested Guidance for Compliance</b>
As the corrective action response the SFA must complete the monitoring review for all sites within the SFA. Submit copies of the monitoring forms with the response. Please submit a process that will be put in place moving forward to ensure that all on-site reviews are completed prior to February 1st of each year. Please identify the name(s) and title(s) of the person(s) who will be responsible for completing on-site monitoring.
<b>SFA Response</b>

<b>Finding # 8</b>
The SFA did not complete on-site monitoring by February 1st and an extension was not requested.
<b>Technical Assistance Provided</b>
During the review, the requirement for on-site monitoring was reviewed with the SFA. It was determined that the SFA is not completing on-site monitoring for all or some of the sites within the SFA. Since the SFA has multiple sites, they are required to monitor the lunch counting and claiming system for each site in the SFA prior to February 1st of each year. The SFA was provided with the link to the USDA memo that includes a sample monitoring form. If the SFA chooses to create their own monitoring form, at a minimum it must include all information that is on the USDA monitoring form. <a href="http://www.fns.usda.gov/sites/default/files/SP14-2011_os.pdf">http://www.fns.usda.gov/sites/default/files/SP14-2011_os.pdf</a>
<b>Regulation / Citation Summary</b>
210.8(a)(1) On-site reviews. Every school year, each school food authority with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year. Further, if the review discloses problems with a school's meal counting and claiming procedures, the school food authority shall: ensure that the school implements corrective action; and, within 45 days of the review, conducts a follow-up on-site review to determine that the corrective action resolved the problems. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the State agency under §210.7(c) of this part and that the counting system, as implemented, yields the actual number of reimbursable free, reduced price and paid lunches, respectively, served for each day of operation.
<b>SFA Suggested Guidance for Compliance</b>
As the corrective action response the SFA must complete the monitoring review for all sites within the SFA. Submit copies of the monitoring forms with the response. Please submit a process that will be put in place moving forward to ensure that all on-site reviews are completed prior to February 1st of each year. Additionally, please submit a process that will be put in place



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should an extension need to be requested from the State Agency. Please identify the name(s) and title(s) of the person(s) who will be responsible for completing on-site monitoring.

**SFA Response**

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Signature of Reviewer:

*Laura Henry*

Date: November 15, 2017

Signature of SFA Representative:

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Date: \_\_\_\_\_

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

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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.