



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

Name of School Food Authority:	<b>Maxwell School District</b>
School Site reviewed:	Maxwell Schools
Date of On-Site Review:	<b>November 2, 2016</b>

Date Corrective Action Plan Was provided to SFA:	<b>Wednesday, January 25, 2017</b>
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**Date your Corrective Action Plan Response is due to NMPED: Monday, February 27, 2017**

**COMMENDATIONS**

<b>PERFORMANCE STANDARD 1</b>
Current Direct Certification available and completed once a month
Public Release had all the required components
Edit Checks achieved monthly

<b>PERFORMANCE STANDARD 2</b>
Two (2) types of fluid milk available for both breakfast and lunch
Signage of what a reimbursable meal posted in the cafeteria
Meal components available for each meal

<b>GENERAL AREAS</b>
Potable water available free for all students
Civil Rights poster displayed in the cafeteria and civil rights training
Afterschool snacks performed properly and had backup personnel who was knowledgeable on the process

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>
Production records not being completed on a daily basis
<b>Regulation / Citation Summary</b>
CFR §210.10 Meal requirements for lunches and requirements for afterschool snacks.  <b>(3) Production and menu records.</b> 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 <i>trans</i> 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.
<b>SFA Suggested Guidance for Compliance</b>
<ul style="list-style-type: none"> <li>• Describe preventative measures to prevent this occurrence in the future.</li> <li>• Provide an update to the SFA Policy if one is in place.</li> <li>• List the person and title that is responsible for the production records.</li> </ul>
<b>SFA Response</b>

<b>Finding #2</b>
Hairnets were not worn by kitchen staff who were preparing and serving food for meals served to children on the day of the review
<b>Regulation / Citation Summary</b>
7 CFR 210.13 Facilities management (a)  <b>(a) Health standards.</b> The school food authority shall ensure that food storage, preparation and service is in accordance with the sanitation and health standards established under State and local law and regulations.
<b>SFA Suggested Guidance for Compliance</b>
<ul style="list-style-type: none"> <li>• Describe preventative measures to prevent this occurrence in the future.</li> <li>• Provide an update to the SFA Policy if one is in place.</li> </ul>
<b>SFA Response</b>



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**Finding #3**

Temperatures are not being taken and recorded

**Regulation / Citation Summary**

**CFR 210.13(c)(1)(iv) Facilities management**

(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**

- Describe how temperatures will be recorded integrated into the procedures
- Send in calibration log for the month of November
- Indicate who will be responsible for ensuring the calibration is performed

**SFA Response**

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**Finding #4**

Day of Observation Lunch menu was under daily 3/4 cup vegetable requirement. Only served 1/2 cup of beans.

**Regulation / Citation Summary**

7 CFR 210.10 Nutrition standards and menu planning approaches for lunches and requirements for after school snacks

**SFA Suggested Guidance for Compliance**

- **SFA to an additional 1/4 cup of vegetable to this menu, review inTEAM's Meal Pattern and Nutritional Quality for Menu Planners Course that is available on Blackboard, pass the Post Test, and submit the Course Certificate.**
- **[www.e-inteam.blackboard.com](http://www.e-inteam.blackboard.com)**

**SFA Response**

**Finding #5**

Under daily 1 cup fruit minimum for breakfast. Only offered 1/2 cup of fruit juice.

**Regulation / Citation Summary**

7 CFR 210.10 Nutrition standards and menu planning approaches for lunches and requirements for after school snacks

**SFA Suggested Guidance for Compliance**

- **SFA to an additional 1/2 cup of fruit or vegetable to this menu, review inTEAM's Meal Pattern and Nutritional Quality for Menu Planners Course that is available on Blackboard, pass the Post Test, and submit the Course Certificate.**
- **[www.e-inteam.blackboard.com](http://www.e-inteam.blackboard.com)**

**SFA Response**



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**Finding #6**

Week of Review- Breakfast menu is under daily 1 cup fruit minimum requirement on Monday, Tuesday, Wednesday, and Thursday (4 day week). Menu is under the daily 1 oz grain minimum on Tuesday. Menu is not meeting weekly fruit requirement. Menu is under the weekly grain minimum requirement. Menu is under the weekly range for calories, and over the weekly range for sodium. Menu does not meet 100% whole grain-rich requirement.

**Regulation / Citation Summary**

7 CFR 210.10 Nutrition standards and menu planning approaches for lunches and requirements for after school snacks

**SFA Suggested Guidance for Compliance**

- SFA to bring menu into compliance, review review inTEAM's Meal Pattern and Nutritional Quality for Menu Planners Course that is available on Blackboard, pass the Post Test, and submit the Course Certificate.
- [www.e-inteam.blackboard.com](http://www.e-inteam.blackboard.com)

**SFA Response**

**Finding #7**

Menu is under the daily 1 oz minimum requirement of meat/meat alternate on Tuesday. Menu is under the weekly grain minimum requirement. Menu is under the daily meat/meat alternate requirement. Menu does not meet the weekly requirement for starchy vegetable subgroup. Menu does not meet the 100% whole grain-rich requirement.

**Regulation / Citation Summary**

7 CFR 210.10 Nutrition standards and menu planning approaches for lunches and requirements for after school snacks

**SFA Suggested Guidance for Compliance**

- Due to miscrediting some menu items, SFA to review inTEAM's Crediting Foods Course that is available on Blackboard, pass the Post test, and submit the Course Certificate.
- SFA to bring menu into compliance, review inTEAM's Meal Pattern and Nutritional Quality for Menu Planners Course that is available on Blackboard, pass the Post Test, and submit the Course Certificate.
- [www.e-inteam.blackboard.com](http://www.e-inteam.blackboard.com)

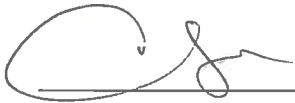


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**SFA Response**

**Technical Assistance Provided**

- Professional Standards tracking and trainings on Health and safety standards
- Nondiscrimination on all NSLP material
- CEP versus Provision 2
- Back up recommended for
- Dates missing on some food items in storage, refrigerator and freezer
- Gloves need to be worn in accordance with the HACCP Standard Order of Operations (SOP)
- Calibration of thermometers need to be performed at a minimum of once per week in accordance with the SOP.
- Meal didn't match the menu – strongly encourage when substitutions occur that the substitutions made it is "like" e.g. spinach for romaine lettuce
- Existing Wellness policy is compliant, to be needing updates. However, 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/sfsh/tools/2016/PED\\_CSHWB\\_Wellness%20Policy%20Guidance%20Document-October%2016.pdf](http://ped.state.nm.us/sfsh/tools/2016/PED_CSHWB_Wellness%20Policy%20Guidance%20Document-October%2016.pdf). 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](mailto:jimmie.thompson@state.nm.us) no later than March 31, 2017. 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: 1/25/17

Signature of Nutritionist: InTeam Rachel Beach \_\_\_\_\_ Date: 1/13/17

Signature of SFA: \_\_\_\_\_ Date: \_\_\_\_\_



Representative:

**New Mexico Public Education Department**

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

**Name of Reviewer: Claudia Duran, Health Educator  
Coordinated School Health & Wellness Bureau  
120 S. Federal Place, Suite 207  
Santa Fe, NM 87501  
Phone: (505) 827-3574  
Email: [claudia.duran@state.nm.us](mailto:claudia.duran@state.nm.us)**

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.