



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

Name of School Food Authority: **New America School**
School Site(s) reviewed: **New America School**

Date of On-Site Review: **October 18, 2017**

Date Corrective Action Plan Was provided to SFA: **November 9, 2017**

Date your Corrective Action Plan Response is due to NMPED: December 10, 2017

COMMENDATIONS

PERFORMANCE STANDARD 1
CEP paperwork and all documents requested in order and neatly organized.

PERFORMANCE STANDARD 2
SFA had proper signage in food service area with regard to offer vs serve and what is considered a reimbursable meal.
The kitchen staff did a wonderful job serving the meals to the students.

GENERAL AREAS
SFA posted most recent food safety inspection reports posted in visible area.
Potable water was available during breakfast and lunch.

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



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

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

Finding #1
For Breakfast, meal count totals by category have not been combined or recorded correctly. This is a systemic error. School is always claiming 50 meals and no more than 50 meals, even when more kids come through the serving line.
Technical Assistance Provided
During the review, claiming was discussed with the SFA. Meal count totals by category have not been combined or recorded correctly. This is a non-systemic error. To be in compliance, the SFA must ensure that meal counts are being recorded accurately. Consolidating meal counts by category was reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.
Regulation / Citation Summary
210.7(c)(1) Lunch count system. To ensure that the Claim for Reimbursement accurately reflects the number of lunches and meal supplements served to eligible children, the school food authority shall, at a minimum:(iii) Base Claims for Reimbursement on lunch counts, taken daily at the point of service, which correctly identify the number of free, reduced price and paid lunches served to eligible children; (iv) Correctly record, consolidate and report those lunch and supplement counts on the Claim for Reimbursement.
SFA Suggested Guidance for Compliance
To come into compliance with the requirements for counting and claiming, 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. Additionally, SFA staff will need to complete the Meal Counting and Claiming training found in the School Nutrition Toolbox at http://www.schoolnutritiontoolbox.org/snt-v3/index.php .
SFA Response

Finding #2
On the day of review, meals that were claimed at the point of service for reimbursement did not contain all required components for breakfast. All required components were available; however, students did not select the minimum number of components required. This finding may result in fiscal action due to incomplete meals claimed for reimbursement.
Technical Assistance Provided
During the review, the components of the meal patterns were discussed with the SFA. The SFA must ensure that all meals counted for reimbursement contain the required components in the minimum portion size required for the specific grade group. The SFA should consider providing additional signage and training to students to make sure they know what is required for a reimbursable meal. The SFA should also provide additional training to the point of service staff on the requirements of a reimbursable meal. The USDA FNS website can be used for training materials, resources and guidance on the meal pattern. http://healthymeals.nal.usda.gov/
Regulation / Citation Summary
220.8(b)(iii) (iii) Meal selected by each student must have the number of food components required for a reimbursable meal and include at least one fruit or vegetable.



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

SFA Suggested Guidance for Compliance

To come into compliance with meal pattern requirements, the SFA must provide the State Agency with a written plan that will be implemented to ensure future compliance. The plan should include; a statement that all menus will be reviewed to ensure that all required components are planned, a process for sites to reference when they do not have one of the planned menu items or there is insufficient quantities, a statement that the serving line will be visually reviewed prior to service to confirm that all required components are available and that additional menu training for all SFA staff will be provided. Provide the outline and dates for the trainings that will be completed. In addition please submit the name(s) and title(s) of the SFA representative(s) that will oversee this area and ensure future compliance. Submit the menu from the day of review with the corrections that were made to the menu to bring it into compliance moving forward.

SFA Response

Finding # 3

The staff has not been trained on Offer versus Serve.

Technical Assistance Provided

If the SFA is going to implement Offer vs. Serve, they should annually train their staff and train new staff as needed. On-going training should be provided depending on needs to staff in order to be in compliance with Offer vs. Serve procedures. It was determined during the review that the SFA is not offering training on Offer vs. Serve to the cafeteria staff. Offer vs. Serve training found in the School Nutrition Toolbox was discussed with the SFA and completing the training was recommended.

Regulation / Citation Summary

Offer vs. Serve Guidance Manual (Page 4) Schools are expected to conduct training for cashiers and serving line staff so they can help students select the required food components/food items in the quantities needed for reimbursable lunches and breakfasts. Annual training is required to meet the professional standards requirements.

SFA Suggested Guidance for Compliance

To come into compliance with the requirements of Offer vs. Serve, the SFA must submit a written statement that training for all kitchen staff will be provided. In addition the SFA must also provide the name and title of the SFA representative that will ensure compliance with this finding moving forward, an outline of the training that was provided to staff to inform them of the requirements and the date the training was completed.

SFA Response



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Finding #4
On the day of review, the 9-12 lunch menu did not meet the 1 cup daily vegetable requirement. Vegetables were provided, however the minimum required portion size was not met by vendor. (Cravings Catering Menu)
Technical Assistance Provided
During the review, the portion sizes required by the meal patterns were discussed with the SFA. The SFA must ensure that all meals counted for reimbursement contain the required components in the minimum portion size required for the specific grade group. The SFA should review all menus to ensure that at least the minimum portion size is planned for the specific grade group. The SFA should also provide additional training to the kitchen staff on the requirements of a reimbursable meal. The training should include what to do if a certain planned menu item is not available or if the item runs out during service. The USDA FNS website can be used for training materials, resources and guidance on the meal pattern. http://healthymeals.nal.usda.gov/
Regulation / Citation Summary
210.10(c) Meal pattern for school lunches. Schools must offer the food components and quantities required in the lunch meal pattern established: 9-12: 1 cup of vegetable.
SFA Suggested Guidance for Compliance
To come into compliance with meal pattern requirements, the SFA must provide the State Agency with a written plan that will be implemented to ensure future compliance. The plan should include; a statement that all menus will be reviewed to ensure that all portion sizes planned meet at least the minimum required amount for the specific grade group, a process for sites to reference when they do not have one of the planned menu items or there is insufficient quantities, a statement that the serving line will be visually reviewed prior to service to confirm that all required components are available and that additional menu training for all SFA staff will be provided. Provide the outline and dates for the trainings that will be completed. In addition please submit the name(s) and title(s) of the SFA representative(s) that will oversee this area and ensure future compliance. Submit the menu from the day of review with the corrections that were made to the menu to bring it into compliance moving forward.
SFA Response

Finding # 5
Storage violations were observed on-site at the vendor facility (Cravings). The vendor had food that was not dated upon delivery.
Technical Assistance Provided
During the review, storage requirements were discussed with the vendor. The vendor must ensure that all food is dated upon delivery.
Regulation / Citation Summary
210.13(a) Health standards. 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. 210.13(d) (d) Storage. The vendor/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
To come into compliance with this finding the vendor/SFA must submit an assurance that the vendor/SFA is aware of the requirements for food storage and holding within the food safety



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

guidelines. The assurance must include: a statement that all food and chemicals will be kept separately; a statement that all food items will be dated with the delivery date as well as the date the product was opened; a statement that all food will be stored at least 6 inches off of the floor; and a statement that all storage areas including coolers, freezers and storage rooms will be kept within the allowable temperature ranges. The assurance should also include a statement that temperature logs will be maintained for all storage areas. Submit copies of completed temperature logs with the corrective action response.

SFA Response

Finding # 5

Storage violations were observed on-site at vendor facility. The vendor had food that was opened and not dated with date opened.

Technical Assistance Provided

During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is dated once opened.

Regulation / Citation Summary

210.13(a) Health standards. 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.

210.13(d) (d) Storage. The vendor/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

To come into compliance with this finding the vendor/SFA must submit an assurance that the vendor/SFA is aware of the requirements for food storage and holding within the food safety guidelines. The assurance must include: a statement that all food and chemicals will be kept separately; a statement that all food items will be dated with the delivery date as well as the date the product was opened; a statement that all food will be stored at least 6 inches off of the floor; and a statement that all storage areas including coolers, freezers and storage rooms will be kept within the allowable temperature ranges. The assurance should also include a statement that temperature logs will be maintained for all storage areas. Submit copies of completed temperature logs with the corrective action response.

SFA Response



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

Signature of
Reviewer:

Laura Henry

Date: November 9, 2017

Signature of
Nutritionist

Date: _____

Signature of
SFA

Representative:

Date: _____

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

Name of Reviewer: **Laura Henry, Staff Manager**
Student Success & Wellness Bureau
120 S. Federal Place, Suite 207
Santa Fe, NM 87501
Phone: 505-827-1829
Email: Laura.Henry@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.