



## New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Name of School Food Authority:	<b>Ruidoso Municipal Schools</b>
School Site(s) reviewed:	White Mountain Elementary & Ruidoso High School
Date of On-Site Review:	<b>October 6, 2017</b>
Date Corrective Action Plan Was provided to SFA:	<b>November 3, 2017</b>
<b>Date your Corrective Action Plan Response is due to NMPED:</b>	<b>December 3, 2017</b>

### **COMMENDATIONS**

<b>PERFORMANCE STANDARD 1</b>
No errors found with meal counting and claiming procedures.
All eligibility documentation on file was current and neatly organized.
Point of Service system in place and staff are up to date on trainings.

  

<b>PERFORMANCE STANDARD 2</b>
Offer vs Serve worked well in both schools for breakfast and lunch. Staff is trained on items students need to take in order to have a reimbursable meal.
The kitchen staff did a wonderful job of preparing and serving the food. Students were served an appealing meal in a very efficient manner.
Breakfast After the Bell at White Mountain Elementary was creative and should be commended and replicated, it worked very well. Great idea to share with other schools.

  

<b>GENERAL AREAS</b>
SFA posted most recent food safety inspection reports and USDA Justice For All Poster.
Potable water was available during breakfast and lunch.
All staff has taken appropriate training hours which are maintained on tracking sheet.

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

At Ruidoso High School a storage violations were observed on-site. The school had food that was not dated upon delivery; however, staff corrected it on-site. During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is dated upon delivery.



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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

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

<b>Finding #1</b>
Not all selected applications were approved correctly. The SFA did not base its determination on all sources of income listed on the application. (Correction was made on-site; however, in order to ensure future compliance please provide response)
<b>Technical Assistance Provided</b>
During the review, determining applications was discussed with the SFA. When determining eligibility, the SFA must ensure that the household has listed the amounts, source, and frequency of current income for each household member; otherwise, the application is incomplete. For more information, see the Eligibility Manual for School Meals, Chapter 3. When determining the total household income the SFA must use all income provided on the application.
<b>Regulation / Citation Summary</b>
245.6(c)(4) Calculating income. The local educational agency must use the income information provided by the household on the application to calculate the household's total current income. When a household submits an application containing complete documentation, as defined in §245.2, and the household's total current income is at or below the eligibility limits specified in the Income Eligibility Guidelines as defined in §245.2, the children in that household must be approved for free or reduced price benefits, as applicable.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with the requirements for determining applications, the SFA must provide the State Agency with an assurance that staff administering the free and reduced lunch program 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. Applications found to be incorrectly determined during the review must be corrected, and the corrected application and date of the correction must be submitted to the State Agency. If the SFA is unable to correct the error because of missing/incomplete information from the household, after allowing the household an adequate amount of time to respond, the SFA must send a letter of adverse action and advise the State Agency of the date that this letter was sent.
<b>SFA Response</b>



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Signature of Reviewer: Laura Henry Date: 11/3/17

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/Angelica Ruelas, 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.