



## New Mexico Public Education Department

Student Success & Wellness Bureau  
Administrative Review Corrective Action Plan

Name of School Food Authority:	<b>Saint Thomas Aquinas</b>
School Site(s) reviewed:	Saint Thomas Aquinas School
Date of On-Site Review:	<b>2, October, 2017</b>
Date Corrective Action Plan Was provided to SFA:	<b>1, November, 2017</b>
<b>Date your Corrective Action Plan Response is due to NMPED:</b>	<b>1, December, 2017</b>

### COMMENDATIONS

#### PERFORMANCE STANDARD 1

The SFA is operating as a standard school. All applications were completed and categorized correctly. Verification was completed per USDA requirements and regulations.

Edit Checks and Meal Counts are being performed as required

SA verified that the FNS-742 Report had been conducted in a timely manner

#### PERFORMANCE STANDARD 2

SFA is in compliance with required meal components and quantities as per NSLP regulations. Traditional meal service is being implemented and children were doing a great job going through the line.

Production records continuously maintained as required

Two types of fluid milk offered at each meal service

#### GENERAL AREAS

SFA had proper signage up in food service areas to include proper nondiscrimination statement.

SFA in compliance with Civil Rights, Local Wellness Policy, and Professional Standards training

Great recordkeeping in all areas of the USDA NLSP.

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
- 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

Finding #1
The SFA is operating alternate points of service without State Agency approval.
Regulation / Citation Summary
210.7(c)2) Point of service alternatives. (i) State agencies may authorize alternatives to the point of service lunch counts provided that such alternatives result in accurate, reliable counts of the number of free, reduced price and paid lunches served, respectively, for each serving day. State agencies are encouraged to issue guidance which clearly identifies acceptable point of service alternatives and instructions for proper implementation. School food authorities may select one of the State agency approved alternatives without prior approval. (ii) In addition, on a case-by-case basis, State agencies may authorize school food authorities to use other alternatives to the point of service lunch count; provided that such alternatives result in an accurate and reliable lunch count system. Any request to use an alternative lunch counting method which has not been previously authorized under paragraph (2)(i) is to be submitted in writing to the State agency for approval. Such request shall provide detail sufficient for the State agency to assess whether the proposed alternative would provide an accurate and reliable count of the number of lunches, by type, served each day to eligible children. The details of each approved alternative shall be maintained on file at the State agency for review by FNS.
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, along with a request for the alternate point of service approval. The plan must include the name and title of the SFA representative that will ensure compliance moving forward. Additionally, SFA staff will need to complete the Meal Counting and Claiming 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> .
SFA Response
See attached response



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<b>Finding #2</b>
Free potable water is not available to students for lunch.
<b>Regulation / Citation Summary</b>
210.10(a)(1)(i) Requirements for lunch. Schools must make potable water available and accessible without restriction to children at no charge in the place(s) where lunches are served during the meal service.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with the potable water requirements, the SFA must provide the State Agency with an assurance that appropriate staff 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. The plan must include: an indication that free potable water is now available for all students during all meal times, wherever meals are served and the date the free potable was made available to all students.
<b>SFA Response</b>
See attached response



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**Technical Assistance Provided**

During the review, determining applications was discussed with the SFA. When determining eligibility, the SFA must ensure that updated information obtained by the SFA is properly documented as outlined in the Eligibility Manual for School Meals, Chapter 3. SA offered TA in correcting eligibility status on applications SA also gave TA on updating Benefit Issuance document.

Signature of  
Reviewer:

Date: 11/1/17

Signature of  
Nutritionist

Date: 11.1.17

Signature of  
SFA  
Representative:

Date: 11/17/17

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

**Name of Reviewer: Jerome Armijo, Health Educator  
Student Success & Wellness Bureau  
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Santa Fe, NM 87501  
Phone: 505-827-1814  
Email: Jerome.Armijo@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.