



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

Name of School Food Authority:	Silver Consolidated Schools
School Sites reviewed:	Harrison Elementary Jose Barrios Elementary
Date of On-Site Review:	October 26, 2017
Date Corrective Action Plan Was provided to SFA:	November 1, 2017
Date your Corrective Action Plan Response is due to NMPED:	December 1, 2017

COMMENDATIONS

PERFORMANCE STANDARD 1
Edit checks performed
Community Eligibility Provision documentation kept on file
Verification performed

PERFORMANCE STANDARD 2
Meal components available on day of review
Production Records
Two types of milk offered at each meal

GENERAL AREAS
Potable water available
HACCP plan available
School Breakfast Program (SBP) and SSO outreach performed

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
- Suggested guidance for the SFA in order to achieve compliance
- The finding, and details specific to the SFA regarding the finding
- SFA area for reply to state how, when and by whom corrections will be made
- The Code of Federal Regulations citation number or alternate resource citation



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

Finding #1
The correct Civil Rights, non-discrimination statement were not being used on all program materials.
Regulation / Citation Summary
FNS Instruction 113-1 IX A 3 Nondiscrimination Statement. All information materials and sources, including Web sites, used by FNS, State agencies, local agencies, or other subrecipients to inform the public about FNS programs must contain a nondiscrimination statement. It is not required that the nondiscrimination statement be included on every page of the program information Web site. At the minimum, the nondiscrimination statement, or a link to it, must be included on the homepage of the program information.
SFA Suggested Guidance for Compliance
To come into compliance with civil rights requirements, the SFA must submit an assurance to the State Agency that the current non-discrimination statement has been added to all program materials. In addition, the SFA must submit a sample of program materials, such as a menu or letter to households with the statement added to the State Agency.
SFA Response

Finding #2
Received dates not kept on food received on blueberries and several boxes didn't have any dates at Harrison Elementary.
Regulation / Citation Summary
§210.13(c) Food safety program. The school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must meet the requirements in paragraph (c)(1) or paragraph (c)(2) of this section, and the requirements in §210.15(b)(5). (1) A school food authority with a food safety program based on traditional hazard analysis and critical control point (HACCP) principles must: (i) Perform a hazard analysis; (ii) Decide on critical control points; (iii) Determine the



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critical limits; (iv) Establish procedures to monitor critical control points; (v) Establish corrective actions; (vi) Establish verification procedures; and (vii) Establish a recordkeeping system. (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

To come into compliance with the requirements for food safety, the SFA must provide the State Agency with an assurance that the appropriate staff understand the requirements that all foods need to be dated. The assurance should include; a statement that the food safety-plan will contain all required fields, that the food will be dated by SFA staff.

SFA Response

Finding #3

Harrison Elementary didn't have My Plate or Offer vs. Serve (OVS) posters displayed. Jose Barrios didn't have breakfast OVS.

Regulation / Citation Summary

§210.10 Meal requirements for lunches and requirements for afterschool snacks. (a) *General requirements—(2) Unit pricing.* Schools must price each meal as a unit. Schools need to consider participation trends in an effort to provide one reimbursable lunch and, if applicable, one reimbursable afterschool snack for each child every school day. If there are leftover meals, schools may offer them to the students but cannot get Federal reimbursement for them. Schools must identify, near or at the beginning of the serving line(s), the food items that constitute the unit-priced reimbursable school meal(s). The price of a reimbursable lunch does not change if the student does not take a food item or requests smaller portions.

SFA Suggested Guidance for Compliance

To come into compliance, the SFA must submit an assurance to the State Agency that the posters for MyPlate as well as OVS will be displayed at all schools at all times. In addition, the SFA must state how this will be avoided in the future.



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SFA Response

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Finding #4

Fresh Fruit and Vegetable program (FFVP) at Harrison Elementary was being offered during the SBP and National School Lunch Program (NSLP) and no educational material component given with the FFV.

Regulation / Citation Summary

Requirements for FFVP <https://www.fns.usda.gov/sites/default/files/handbook.pdf> (pg. 7) - a program implementation plan including efforts to integrate the FFVP with other efforts to either promote sound health and nutrition. Schools must also agree to widely publicize the availability of the program.

SFA Suggested Guidance for Compliance

To come into compliance with FFVP, the SFA must submit an assurance to the State Agency that the FFVP will be correctly implemented per NSLP regulations. In addition, the SFA must submit a sample of program materials, such as an educational component that will be used for the FFVP and verification that it is widely publicized.

SFA Response

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Technical Assistance Provided

- Meal counts consolidated onto a spreadsheet to avoid human errors.
- Ensure dates are put on all food items
- Ensure that there is enough food being transported to satellite schools
- Satellite Sheets need to correctly reflect counts of milk that is being taken for each meal

Signature of
Reviewer:

Date:

11/1/17

Signature of
SFA
Representative:

Date:

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

**Name of Reviewer: Claudia Duran, 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.