



New Mexico Public Education Department

Coordinated School Health & Wellness Bureau

Administrative Review Corrective Action Plan

Name of School Food Authority:	Taos Municipal Schools
School Site reviewed:	Ranchos de Taos Elementary Taos High School
Date of On-Site Review:	October 3, 2017
Date Corrective Action Plan Was provided to SFA:	November 2, 2017
Date your Corrective Action Plan Response is due to NMPED:	December 4, 2017

COMMENDATIONS

PERFORMANCE STANDARD 1
Eligibility documentation provided
Edit checks performed

PERFORMANCE STANDARD 2
Meal components available
Signage posted on reimbursable meal

GENERAL AREAS
Potable water available

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

Finding #1	
First in First Out Method is not being Utilized.	
Regulation / Citation Summary	
210.13 (d) Facility Management (d) <i>Storage.</i> The 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	
Ensure all food items are dated to ensure older food it being utilized before fresher item	
SFA Response	

Finding #2	
Afterschool Snack is being served during school day.	
Regulation / Citation Summary	
§210.10 Meal requirements for lunches and requirements for afterschool snacks. (a) <i>General requirements—(1) General nutrition requirements.</i> Schools must offer nutritious, well-balanced, and age-appropriate meals to all the children they serve to improve their diets and safeguard their health. (ii) <i>Requirements for afterschool snacks.</i> Schools offering afterschool snacks in afterschool care programs must meet the meal pattern requirements in paragraph (o) of this section. Schools must plan and produce enough food to offer each child the minimum quantities under the meal pattern in paragraph (o) of this section.	
SFA Suggested Guidance for Compliance	
Ensure After School Snack is being served after school and not during School Day along with and After School Program	
SFA Response	



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Finding #3

HACCP does not have all required components.

Regulation / Citation Summary

210.13(c) & (d)

(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 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

Ensure your HACCP Plan has all the required components

SFA Response

Empty response area for SFA Response.



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Finding #4

Breakfast Meal Counts are not at Point of Service. Meals are being claimed by meals prepared and delivered to the classroom rather than per student that receives a complete meal.

Regulation / Citation Summary

210.9(b)(9) Count the number of free, reduced price and paid reimbursable meals served to eligible children at the point of service, or through another counting system if approved by the State agency;

SFA Suggested Guidance for Compliance

Meal counts are at POS to ensure only children receiving a reimbursable meal are claim rather than all meal delivered to the classroom for BAB

SFA Response

[Empty box for SFA Response]

Technical Assistance Provided

[Empty box for Technical Assistance Provided]

Signature of Reviewer:

Marina Gomez

Date:

11/2/14

Signature of SFA Representative:

Date:

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

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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.