



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

Name of School Food Authority:	Aztec Municipal Schools
School Site(s) reviewed:	McCoy Elementary School C.V. Koogler Middle School
Date of On-Site Review:	17, January, 2018
Date Corrective Action Plan Was provided to SFA:	29, January, 2018
Date your Corrective Action Plan Response is due to NMPED:	26, February, 2018

COMMENDATIONS

PERFORMANCE STANDARD 1
SFA is classified under Community Eligibility Provision and Standard. SFA showed all documentation regarding the established percentages with regard to their Identified Student Percentages or ISP.
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.
Production records continuously maintained as required
Two types of fluid milk offered at each meal service
GENERAL AREAS
SFA had menu posted in visible area for students
SFA in compliance with Civil Rights and Professional Standards training
Potable water available and free

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
<p>The SFA is not implementing their food safety plan.</p>
Regulation / Citation Summary
<p>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 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.</p>
SFA Suggested Guidance for Compliance
<p>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 for implementing the food safety plan. The assurance should include; a statement that the food safety plan will be implemented at each site, a statement that proper documentation practices will be established at each site, and that training will be completed for all appropriate SFA staff. Provide the agenda and sign-in sheets from the trainings.</p>
SFA Response



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Technical Assistance Provided

TA was provided to SFA with arrangement of meal service line and positioning of the POS.

Signature of Reviewer: _____ Date: _____

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: Jerome Armijo, 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.