



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

Name of School Food Authority:	<b>SFA</b>
School Site(s) reviewed:	Site Reviewed Calvary Christian School
Date of On-Site Review:	<b>4/11/18</b>
Date Corrective Action Plan Was provided to SFA:	<b>5/10/18</b>
<b>Date your Corrective Action Plan Response is due to NMPED:</b>	<b>6/11/18</b>

**COMMENDATIONS**

PERFORMANCE STANDARD 1
SA verified that the FNS-742 Report had been conducted in a timely manner

PERFORMANCE STANDARD 2
Production records continuously maintained as required
Two types of fluid milk offered at each meal service
SFA is in compliance with required meal components and quantities as per NSLP regulations.

GENERAL AREAS
SFA had proper signage up in food service areas to include proper nondiscrimination statement.
SFA in compliance with Civil Rights
Potable water available and free

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

- **Menu posted in proper area by serving line, corrected on-site**
- **Health Inspection moved to proper area by serving line, corrected on-site**

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



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■ 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

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

<b>Finding #1</b>
<b>Based on the targeted menu review, the menu for grade group K-8 did not meet the dietary specification for saturated fat for lunch.</b>
<b>Technical Assistance Provided</b>
During the review, saturated fat levels were discussed with the SFA. All menus offered must meet the saturated fat requirements to be in compliance with the dietary specifications. On average over the school week, the menu must provide less than 10 percent of total calories from saturated fat. This applies to both breakfast and lunch.
<b>Regulation / Citation Summary</b>
210.10(f)(2) Saturated fat. School lunches offered to all age/grade groups must, on average over the school week, provide less than 10 percent of total calories from saturated fat.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with meal pattern requirements, the SFA must provide the State Agency with a written plan that will be implemented to ensure future compliance. The plan should include; a statement that all menus will be reviewed to ensure that all required components are planned, at a minimum the required serving size for the specific grade group will be met for each component, the average weekly calories will fall within the USDA established range for the specific grade group, that the weekly menu will not exceed the USDA established sodium restriction for the specific grade group, that the weekly menu will provide no more than 10% Saturated Fat, and that all products and ingredients used to prepare school meals will contain zero grams of trans fats. In addition please submit the name(s) and title(s) of the SFA representative(s) that will oversee this area and ensure future compliance. Submit the menu from the week of review with the corrections that were made to the menu to bring it into compliance moving forward. Submit any additional information that is needed to demonstrate compliance such as production records, recipes, labels, or Child Nutrition labels.
<b>SFA Response</b>
Menu item was changed from cheeseburger to hamburger on w/w bun, no cheese, bringing saturated fat to less than 10% of total calories from saturated fat. This will insure that menu does not exceed saturated fats. (See attached.)



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**Finding # 2**

The SFA did not have a copy of their written food safety plan (HACCP) available at the reviewed site(s).

**Technical Assistance Provided**

During the review, the food safety plan was discussed with the SFA. The SFA must have a food safety plan available at each site so that food service staff may stay in compliance with food safety requirements and procedures.

**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 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 for a food safety plan. The assurance should include; a statement that the food safety plan will contain all required fields, that the food safety plan will be available at each site within the SFA, and that training will be completed for all appropriate SFA staff. In addition to the assurance an electronic copy of the food safety plan must be submitted for review.

**SFA Response**

HACCP Plan will be sent to our site for staff to fill out on a daily basis; HACCP plan that Silver Schools have in place (attached.)



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Signature of  
Reviewer:

Terence Mirabal

Date: 5/10/18

Signature of  
Nutritionist

Rhonda Torres

Date: 05/22/18

Signature of  
SFA  
Representative:

Tamera D Perry

Date: 06/11/2018

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

**Name of Reviewer: Terence Mirabal  
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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.