



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

Name of School Food Authority: **Jemez Valley Public Schools**  
School Site(s) reviewed: Jemez Valley High School

Date of On-Site Review: **10, April, 2018**

Date Corrective Action Plan Was provided to SFA: **14, May, 2018**

**Date your Corrective Action Plan Response is due to NMPED: 11, June, 2018**

**COMMENDATIONS**

PERFORMANCE STANDARD 1
SFA claims are maintained and submitted according to FNS requirements
SFA had proper documentation of their Public Release
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 Wellness Policy in compliance with USDA regulations
SFA in compliance with Civil Rights and Professional Standards training
Potable water available and free

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

- **SFA was given Technical Assistance (TA) with implementing the After School Snack Program (ASSP).**



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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

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

<b>Finding #1</b>
Storage violations were observed on-site. The SFA had food that was not stored 6 inches off the floor.
<b>Technical Assistance Provided</b>
During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is stored at least 6 inches off the floor.
<b>Regulation / Citation Summary</b>
<p>210.13(a) Health standards. The school food authority shall ensure that food storage, preparation and service is in accordance with the sanitation and health standards established under State and local law and regulations.</p> <p>210.13(d) (d) Storage. 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.</p>
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with this finding the SFA must submit an assurance that the SFA is aware of the requirements for food storage and holding within the food safety guidelines. The assurance must include: a statement that all food and chemicals will be kept separately; a statement that all food items will be dated with the delivery date as well as the date the product was opened; a statement that all food will be stored at least 6 inches off of the floor; and a statement that all storage areas including coolers, freezers and storage rooms will be kept within the allowable temperature ranges. The assurance should also include a statement that temperature logs will be maintained for all storage areas. Submit copies of completed temperature logs with the corrective action response.



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**SFA Response**

Signature of Reviewer: \_\_\_\_\_ 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.