



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

Name of School Food Authority:	SFA Las Cruces Public Schools
School Site(s) reviewed:	Sites Reviewed Arrowhead Early College Hillrise Elementary Rio Grande Preparatory Institute Vista Middle School
Date of On-Site Review:	Date 4/23/18-4/24/18
Date Corrective Action Plan Was provided to SFA:	Date 5/17/18
Date your Corrective Action Plan Response is due to NMPED:	Due Date 6/18/18

COMMENDATIONS

PERFORMANCE STANDARD 1
SFA had all eligibility documentation in place for Standard and CEP schools.
SFA is maintaining edit checks and properly consolidating claims.
SFA properly verified applications and completed FNS-742 report in timely manner.
PERFORMANCE STANDARD 2
Offer versus serve being implemented correctly.
There were no menu findings.
A variety of food options offered at the Middle School and High Schools.
GENERAL AREAS
On-site monitoring form completed. Recordkeeping maintained for 3 years.
The SFAs Wellness Policy met all requirements.
Potable water available at all sites.

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
At Hillrise Elementary - Temperature logs are not being kept on file for at least 6 months.
Technical Assistance Provided
During the on-site review, temperature logs were discussed with the SFA. The SFA must maintain temperature logs for all food storage areas, in accordance with the requirements of the local health department. The completed temperature logs must be kept on file for a minimum of 6 months.
Regulation / Citation Summary
210.15(b)(5) The SFA must maintain records from the food safety program for a period of six months following a month's temperature records to demonstrate compliance with §210.13(c), and records from the most recent food safety inspection to demonstrate compliance with §210.13(b).
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 food safety documentation. 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, a statement that all temperature documents will be maintained for a minimum of 6 months, and that training will be completed for all appropriate SFA staff. Provide the agenda and sign-in sheets from the trainings.
SFA Response

Finding #2
At Hillrise Elementary - The school is not widely publicizing the Fresh Fruit and Vegetable Program.
Technical Assistance Provided
During the review, program publicity was discussed with the SFA. To be in compliance, the school participating in the FFVP must ensure that the program is widely publicized so that students and their families are aware of this opportunity. The SFA was informed to review the current year's FFVP Handbook for additional guidance.
Regulation / Citation Summary
RICHARD B. RUSSELL NATIONAL SCHOOL LUNCH ACT SEC. 19. [42 U.S.C. 1769a] FRESH FRUIT AND VEGETABLE PROGRAM (e) NOTICE OF AVAILABILITY.—If selected to participate in the program, a school shall widely publicize within the school the availability of free fresh fruits and vegetables under the program.
SFA Suggested Guidance for Compliance
To come into compliance with the requirements for the FFVP, the SFA must provide the State Agency with an assurance that staff administering the FFVP understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan to the State Agency. The SFA must also submit to the State Agency a description of the efforts it has taken thus far since the Administrative Review to publicize the program. Include the person by position who will oversee publicizing the program.



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SFA Response

Other areas of Technical Assistance (NOT requiring Corrective Action)

- Suggested to add the students benefit of either free, reduced or paid to the household application for easier identification of the benefit received.
- The SFA is reminded that in accordance with the Fresh Fruit and Vegetable Program there must be an educational component delivered. There were no handouts or educational component observed on the day of review.
- At Hillrise Elementary – Alternate POS is being implemented. POS should be at the end of the line to ensure an accurate and reimbursable meal count.
- LCPS has excess cash over the three (3) months average expenditures. However, the SFA already has a plan in place approved by the PED to spend down the excess cash.
- Arrowhead Early College had vending machine on during the lunch hour. SFA did provide email from vendor stating machine was programmed incorrectly and time was corrected to be turned off during the lunch hour.

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: **Name**
Student Success & Wellness Bureau
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Phone: 505-827-1829
Email:

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.