



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

Name of School Food Authority:	SFA McCurdy Charter School
School Site(s) reviewed:	Sites Reviewed McCurdy Charter School
Date of On-Site Review:	Date 4/5/18
Date Corrective Action Plan Was provided to SFA:	Date 5/10/18
Date your Corrective Action Plan Response is due to NMPED:	Due Date 6/10/18

COMMENDATIONS

PERFORMANCE STANDARD 1
PERFORMANCE STANDARD 2
GENERAL AREAS

Other areas of Technical Assistance (NOT requiring Corrective Action)

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
Most of the application did not have a second signature of the application review. The SFA is required to complete an Independent Review of Applications, but the SFA did not complete this review.
Technical Assistance Provided
During the review the requirement for the second review of applications was reviewed with the SFA. Since the state agency previously determined that the SFA is at high risk for administrative error, the SFA must complete this second review. The second review must be completed by an SFA representative that did not make the initial determination, and the second review must be completed within 10 days of the receipt of the completed application. The review must include all applications received including those that were initially determined as ineligible. Annually the SFA must consolidate the second review information and submit the accurate data to the state agency by the established due date. For additional information on the second review of applications reporting information, review the following USDA memo: http://www.fns.usda.gov/sites/default/files/SP62-2014os.pdf
Regulation / Citation Summary
§245.11 (a) Second review of applications (a) General. On an annual basis not later than the end of each school year, State agencies must identify local educational agencies demonstrating a high level of, or risk for, administrative error associated with certification processes and notify the affected local educational agencies that they must conduct a second review of applications beginning in the following school year. The second review of applications must be completed prior to notifying the household of the eligibility or ineligibility of the household for free or reduced price meals.
SFA Suggested Guidance for Compliance
To come into compliance with the Second review of applications requirement, the SFA must complete the reporting requirement and submit this data to the state agency by the corrective action due date.
SFA Response

Finding #2
The SFA took more than 10 operating days to process applications, once they were received from the household.
Technical Assistance Provided
During the review, processing applications timely was discussed with the SFA. The SFA must process applications within 10 operating days of receiving the application from the household. The 10 day period applies to complete applications. If the SFA receives an application that is missing any required information, they should contact the household and try to obtain the missing information. Once an application is complete the SFA has 10 operating days to process the application and notify the household of the eligibility status.
Regulation / Citation Summary
245.6(c)(6) Notice of approval—(i) Income applications. The local educational agency must notify the household of the children's eligibility and provide the



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eligible children the benefits to which they are entitled within 10 operating days of receiving the application from the household.
SFA Suggested Guidance for Compliance
To come into compliance with requirements for processing applications timely, the SFA must provide the State Agency with a written assurance that staff administering the free and reduced lunch program understand the timeline requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan to the State Agency.
SFA Response

Finding #3
The SFA did not notify the household of students' certified eligibility within 10 operating days of receiving the application from the household.
Technical Assistance Provided
During the review, household notification of eligibility status was discussed with the SFA. For all households that qualify for benefits must be notified within 10 days of receipt of the completed application, however it is not required that these households are notified in writing. The SFA must notify the household of denied benefits in writing, the notification must be provided within 10 days of receipt of a completed application. At a minimum the notification of denial letter must include. The reason for the denial of benefits, e.g. income in excess of allowable limits or incomplete application, notification of the right to appeal, instructions on how to appeal, and a statement reminding parents that they may reapply for free or reduced price benefits at any time during the school year. For additional information on the notification letter the SFA should review the Eligibility Manual for School Meals, Chapter 3.
Regulation / Citation Summary
245.6(c)(6) Notice of approval—(i) Income applications. The local educational agency must notify the household of the children's eligibility and provide the eligible children the benefits to which they are entitled within 10 operating days of receiving the application from the household. 245.6(c)(6)(ii) Direct Certification. Households approved for benefits based on information provided by the appropriate State or local agency responsible for the administration of the SNAP, FDPIR or TANF must be notified, in writing, that their children are eligible for free meals or free milk, that no application for free and reduced price school meals or free milk is required.
SFA Suggested Guidance for Compliance
To come into compliance with the requirements for household notification, the SFA must provide the State Agency with a written assurance that staff administering the free and reduced lunch program understand these requirements. The assurance should include a statement that, the SFA will notify the household of eligibility status within 10 days of receipt of the completed application, a statement that any denied households will be notified in writing, and a process that will be implemented to ensure that are households are notified of eligibility within the required timeframe. Please submit a copy of the notification of denied benefits letter with the corrective action response.
SFA Response



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Finding #4
Electronic records are not being maintained for 3 years after the date of the fiscal year to which they pertain.
Technical Assistance Provided
During the review, record retention requirements were discussed with the SFA. The SFA must maintain documentation substantiating eligibility determinations on file for 3 years after the date of the fiscal year to which they pertain, except that if audit findings have not been resolved, the documentation must be maintained as long as required for resolution of the issues raised by the audit.
Regulation / Citation Summary
246.6(e) Recordkeeping. The local educational agency must maintain documentation substantiating eligibility determinations on file for 3 years after the date of the fiscal year to which they pertain, except that if audit findings have not been resolved, the documentation must be maintained as long as required for resolution of the issues raised by the audit.
SFA Suggested Guidance for Compliance
To come into compliance with recordkeeping requirements, the SFA must provide the State Agency with a written assurance that staff administering the free and reduced lunch program understand these requirements, include a statement that all records will be retained for three years after the fiscal year they pertain or until all audit findings have been resolved. Please submit the written assurance to the State Agency.
SFA Response

Finding #5
The SFA is not maintaining documentation for students receiving extended eligibility benefits.
Technical Assistance Provided
During the review, documenting extended eligibility was discussed with the SFA. Per USDA the SFA must make an effort, to the extent possible, to identify additional children in the same household of those certified for assistance program benefits. The SFA must base extended eligibility on allowable records as outlined in USDA memo SP 25-2010. The SFA must maintain documentation for extended eligibility, the SFA may use a variety of methods to maintain this documentation. Some SFAs, write the name of the student that the benefits are extended to next to the student from the same household on the direct certification list. In this case the SFA should document the date added, the SFA representative's signature or initials with the name of the added student. Other SFAs maintain a consolidated list of students that have been extended eligibility, in this case the list includes: the name of the student, the name of the student that eligibility is extended through, and the date added. The list should have the name of the SFA representative that determined the extended eligibility.
Regulation / Citation Summary
245.6(b)(7) Extension of eligibility to all children in a family. If any child is identified as a member of a household receiving assistance under SNAP, FDPIR, or TANF, all children in the Family, as defined in §245.2, shall be categorically eligible for free meals or free milk. This applies to children identified through direct certification or through a free and reduced price application.
SFA Suggested Guidance for Compliance
To come into compliance with requirements for extending eligibility, the SFA must provide the State Agency with a written statement that staff administering the free and reduced lunch



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program understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the statement and plan to the State Agency.

SFA Response

Finding #6

On the day of review there was no Direct Certification list.
Not all Direct Certification lists have been retained on file by the SFA.

Technical Assistance Provided

During the review, retaining records was discussed with the SFA. The SFA must maintain Direct Certification lists on file or 3 years after the date of the fiscal year to which they pertain, except that if audit findings have not been resolved, the documentation must be maintained as long as required for resolution of the issues raised by the audit.

Regulation / Citation Summary

246.6(e) Recordkeeping. The local educational agency must maintain documentation substantiating eligibility determinations on file for 3 years after the date of the fiscal year to which they pertain, except that if audit findings have not been resolved, the documentation must be maintained as long as required for resolution of the issues raised by the audit.

SFA Suggested Guidance for Compliance

To come into compliance with the requirements for recordkeeping for Direct Certification, the SFA must provide a written statement that the SFA will retain all direct certification lists for a minimum of 3 years after the date of the fiscal year to which they pertain, or until all audit findings have been resolved. The SFA must submit the name and title of the SFA representative that will oversee compliance moving forward.

SFA Response

Finding #7

The confirming official may not also be the determining or verifying official.

Technical Assistance Provided

During the review the SFA was informed that the confirming official may not also be the determining or the verifying official. The SFA should review the current Income Eligibility Manual for additional verification requirements. The SFA was also reminded that the hearing official may not be the determining, confirming, nor the verifying official.

Regulation / Citation Summary

CFR 245.6a(e)(1)(i) Confirmation of a household's initial eligibility. Prior to conducting any other verification activity, an individual, other than the individual who made the initial eligibility determination, shall review for accuracy each approved application selected for verification to ensure that the initial determination was correct. If the initial determination was correct, the local educational agency shall verify the approved application.

SFA Suggested Guidance for Compliance

To bring this area into compliance the SFA must provide the State Agency an assurance that the staff understands this requirement. The SFA must submit the person(s) by position(s) who



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will be the determining official for all applications, the confirming official for verification, and the verifying official.

SFA Response

Finding #8

The verified applications on file do not match the number reported on the most recent FNS-742.

Technical Assistance Provided

During the review, verifying the correct number of applications and reporting the correct number on the FNS 742 was discussed with the SFA. The SFA must determine the number of applications to verify in accord with the process outlined in the Eligibility Manual for School Meals, Chapter 4 and record the numbers correctly.

Regulation / Citation Summary

245.6a(h) Verification reporting and recordkeeping requirements. By February 1, each local educational agency must report information related to its annual statutorily required verification activity, which excludes verification conducted in accordance with paragraph (c)(7) of this section, to the State agency in accordance with guidelines provided by FNS.

SFA Suggested Guidance for Compliance

To come into compliance with the requirements for verifying the correct number of applications, the SFA must provide the State Agency with an assurance that staff conducting verification 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. Also revise and submit a corrected FNS-742 as needed.

SFA Response

Finding #9

The SFA does not have documentation demonstrating that a confirmation review took place.

Technical Assistance Provided

During the review, documenting the confirmation review was discussed with the SFA. The SFA must conduct confirmation reviews and maintain documentation that these took place.

Regulation / Citation Summary

245.6a(e) Activities prior to household notification—(1) Confirmation of a household's initial eligibility. (i) Prior to conducting any other verification activity, an individual, other than the individual who made the initial eligibility determination, shall review for accuracy each approved application selected for verification to ensure that the initial determination was correct. (ii) The requirements in paragraph (e)(1)(i) of this section are waived if the local educational agency is using a technology-based system that demonstrates a high level of accuracy in processing an initial eligibility determination based on the income eligibility guidelines for the National School Lunch Program.



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SFA Suggested Guidance for Compliance

To come into compliance with the requirements for documenting confirmation reviews, the SFA must provide the State Agency with an assurance that staff conducting verification understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance that includes the person(s) by position(s) who will be completing the confirmation reviews and plan to the State Agency.

SFA Response

Finding #10

The SFA does not conduct a daily edit check for each meal service.

Technical Assistance Provided

During the review, edit checks were discussed with the SFA. The SFA does not conduct a daily edit check for each meal service. To be in compliance, the SFA must ensure that edit checks are completed daily. How to complete edit checks to ensure meal counts do not exceed attendance adjusted eligible and/or total enrollment was reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.

Regulation / Citation Summary

210.8(a)(3) Edit checks. (i) The following procedure shall be followed for school food authorities identified in paragraph (a)(2)(ii) of this section, by other school food authorities at State agency option, or, at their own option, by school food authorities identified in paragraph (a)(2)(i) of this section: the school food authority shall compare each school's daily counts of free, reduced price and paid lunches against the product of the number of children in that school currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor.

SFA Suggested Guidance for Compliance

To come into compliance with the requirements for counting and claiming, the SFA must provide the State Agency with an assurance that the appropriate staff 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 plan must include: an indication that the SFA is now conducting a daily edit check for each meal service, a description of the new process that has been implemented, a description of the training that was provided to staff to inform them of the new process, the date the training was completed and the name and title of the SFA representative that will ensure compliance moving forward. Additionally, SFA staff will need to complete the Meal Counting and Claiming training found in the School Nutrition Toolbox at <http://www.schoolnutritiontoolbox.org/snt-v3/index.php> and submit one week of completed edit checks.

SFA Response



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Finding #11
For the week of menu review, the 9-12 breakfast menu did not meet the minimum weekly requirement of 9 ounce equivalent grain.
Technical Assistance Provided
During the review, the portion sizes required by the meal patterns were discussed with the SFA. The SFA must ensure that all meals counted for reimbursement meet the weekly requirements as well as the daily requirements for grains required for the specific grade group. The SFA should review all menus to ensure that at least the minimum daily and weekly requirement is planned for the specific grade group. The SFA should also provide additional training to the kitchen staff on the requirements of a reimbursable meal. The training should include how to determine the total number of weekly servings if there are multiple menu items each day. The USDA FNS website can be used for training materials, resources and guidance on the meal pattern. http://healthymeals.nal.usda.gov/
Regulation / Citation Summary
220.8(c) Meal pattern for school breakfasts. A school must offer the food components and quantities required in the breakfast meal pattern established. 9-12: minimum 9 oz. equivalents of grain weekly.
SFA Suggested Guidance for Compliance
To come into compliance the SFA should review all planned menus to ensure that they meet the minimum weekly grain requirement. Potential breakfast offering could include offering toast with the cereal at least one day per week or offering a two grain equivalent meal component in place of cereal once a week. 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 weekly requirements for grains and meat/meat alternates are met for the specific grade group, a process for sites to reference when they do not have one of the planned menu items or there is insufficient quantities, a statement that the serving line will be visually reviewed prior to service to confirm that all required components are available and that additional menu training for all SFA staff will be provided. Provide the outline and dates for the trainings that will be completed. 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. Provide any needed documentation to support the changes such as labels, recipes, production records, etc.
SFA Response

Finding #12
Based on the targeted menu review, the menu for grade group K-8 did not meet the dietary specification for saturated fat for lunch.
Technical Assistance Provided
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



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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.

Regulation / Citation Summary

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.

SFA Suggested Guidance for Compliance

To come into compliance the school should review the entrée items offered and modify the menu to include entrée items with lower saturated fat levels. The school must provide the State Agency with a copy of the updated menu. It is also recommended that the school limit the entrees that include cheese to three or less days per week. (The menu for the week of review included entrees with cheese for all five days. This drove up the saturated fat levels.

SFA Response

Finding #13

For the week of menu review, the 9-12 lunch menu did not meet the minimum daily requirement of 2 ounce equivalent grain on two of the days of the week reviewed (Tuesday and Thursday). A grain was provided, however the minimum required portion size was not met.

Technical Assistance Provided

During the review, the portion sizes required by the meal patterns were discussed with the SFA. The SFA must ensure that all meals counted for reimbursement contain the required components in the minimum portion size required for the specific grade group. The SFA should review all menus to ensure that at least the minimum portion size is planned for the specific grade group. The SFA should also provide additional training to the kitchen staff on the requirements of a reimbursable meal. The training should include what to do if a certain planned menu item is not available or if the item runs out during service. The USDA FNS website can be used for training materials, resources and guidance on the meal pattern.
<http://healthymeals.nal.usda.gov/>

Regulation / Citation Summary

210.10(c) Meal pattern for school lunches. Schools must offer the food components and quantities required in the lunch meal pattern established: 9-12: 2 oz. equivalent daily grain.

SFA Suggested Guidance for Compliance

It is recommended that the school Review all planned menus to ensure that they meet the minimum daily grain requirement. The 8" tortilla that is used for the Quesadilla and the Fajitas is only a 1.5 grain equivalent. A 10" tortilla could be used for grades 9-12 to meet the minimum daily 2 grain equivalents. The other option would be to continue to use the 8" tortilla and add rice or another grain equivalent for grades 9-12 on the menu days that provide less than the minimum 2 grain equivalent requirement.

To come into compliance the school must modify the lunch menu to include at least two grain equivalent per day for grades 9-12. The school must provide the State Agency with a copy of the updated menu.

SFA Response



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Finding #14

For the week of menu review, the 9-12 lunch menu did not meet the minimum weekly requirement of 10 ounce equivalent grain.
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Technical Assistance Provided

During the review, the portion sizes required by the meal patterns were discussed with the SFA. The SFA must ensure that all meals counted for reimbursement meet the weekly requirements as well as the daily requirements for grains required for the specific grade group. The SFA should review all menus to ensure that at least the minimum daily and weekly requirement is planned for the specific grade group. The SFA should also provide additional training to the kitchen staff on the requirements of a reimbursable meal. The training should include how to determine the total number of weekly servings if there are multiple menu items each day. The USDA FNS website can be used for training materials, resources and guidance on the meal pattern. http://healthymeals.nal.usda.gov/

Regulation / Citation Summary

210.10(c) Meal pattern for school lunches. Schools must offer the food components and quantities required in the lunch meal pattern established: 9-12: minimum of 10 oz. equivalent of grains per week
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SFA Suggested Guidance for Compliance
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Review all planned menus to ensure that they meet the minimum weekly grain requirement. The school must modify the lunch menu to include at least ten grain equivalents per week for grade 9-12. The school must provide the State Agency with a copy of the updated menu and/or recipes to support the 2 grain equivalent requirement for grades 9-12.
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SFA Response

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Finding #15

Based on the targeted menu review, the menu for grade group 9-12 did not meet the daily dietary specification for calories for lunch of 750-850 calories per day.

Technical Assistance Provided

During the review, appropriate calorie ranges were discussed with the SFA. Meeting the calorie ranges is required to ensure that all menus are in compliance with dietary specifications. The calorie requirements for lunch are: K-5: 550-650, 6-8: 600-700, 9-12: 750-850.
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Regulation / Citation Summary

210.10(f) Dietary specifications—(1) Calories. School lunches offered to each age/grade group must meet, on average over the school week, the minimum and maximum calorie levels specified: K-5: 550-650, 6-8: 600-700, 9-12: 750-850.
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SFA Suggested Guidance for Compliance
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It is recommended that in order to come into compliance the school increase the daily grains offered for grades 9-12 to meet the 2 grain daily minimum should bring the menu into compliance for the calorie range
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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

SFA Response

Finding #16

Based on the targeted menu review, the menu for grade group 9-12 did not meet the dietary specification for saturated fat for lunch.

Technical Assistance Provided

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.

Regulation / Citation Summary

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.

SFA Suggested Guidance for Compliance

It is recommended that the school limit entrees that include cheese to three or less days per week. The menu for the week of review included entrees with cheese for all five days, which drove up the saturated fat levels.

The school should review the entrée items offered and modify the menu to include entrée items with lower saturated fat levels. The school must provide the State Agency with a copy of the updated menu.

SFA Response

Finding #17

The SFA must use the current civil rights statement on all Program materials. The SFA is not using the civil rights statement on all Program materials.

Technical Assistance Provided

During the review the requirement for the most current civil rights statement to appear on all Program material was discussed with the SFA. The SFA must use the most current statement on all Program material. Per USDA requirements the new Non-discrimination statement must be on all program materials no later than September 30, 2016. The SFA was provided with the USDA link to the new non-discrimination statement. <http://www.fns.usda.gov/fns-nondiscrimination-statement>



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Regulation / Citation Summary

FNS Instruction 113-1 IX A 3 Nondiscrimination Statement. All information materials and sources, including Web sites, used by FNS, State agencies, local agencies, or other sub-recipients to inform the public about FNS programs must contain a nondiscrimination statement. It is not required that the nondiscrimination statement be included on every page of the program information Web site. At the minimum, the nondiscrimination statement, or a link to it, must be included on the homepage of the program information.

SFA Suggested Guidance for Compliance

To come into compliance with civil rights requirements, the SFA must submit an assurance to the State Agency that the current non-discrimination statement has been added to all program materials. In addition, the SFA must submit a sample of program materials, such as a menu or letter to households with the statement added to the State Agency.

SFA Response

Finding #18

The SFAs Local School Wellness Policy has not been reviewed or updated.

Technical Assistance Provided

During the on-site review, Local Wellness Policies were discussed with the SFA. The Local Wellness Policy is required to be reviewed and updated on a periodic basis to ensure that the policy reflects current requirements and SFA practices.

Regulation / Citation Summary

210.30 Local School Wellness Policy (e) Implementation assessments and updates. Each local educational agency must: (1) Designate one or more local educational agency officials or school officials to ensure that each participating school complies with the local school wellness policy; (2) At least once every three years, assess schools' compliance with the local school wellness policy, and make assessment results available to the public. The assessment must measure the implementation of the local school wellness policy, and include: (i) The extent to which schools under the jurisdiction of the local educational agency are in compliance with the local school wellness policy; (ii) The extent to which the local educational agency's local school wellness policy compares to model local school wellness policies; and (iii) A description of the progress made in attaining the goals of the local school wellness policy.

(3) Make appropriate updates or modifications to the local school wellness policy, based on the triennial assessment.

SFA Suggested Guidance for Compliance

To come into compliance with this requirement the SFA must submit a statement that an assessment of the wellness policy will be completed by the wellness committee. In addition to the statement the SFA must submit the minutes from the meeting that was held to complete the assessment. If the assessment has been updated by the corrective action due date, submit a copy of the assessment report. If the due date is prior to the completion of the assessment, submit a detailed timeline for the completion of the assessment. Once it is completed copy of the assessment should be submitted to the state agency for review.

SFA Response



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Finding #19
The SFA is not tracking training hours.
Technical Assistance Provided
During the on-site review, training requirements were discussed with the SFA. To be in compliance, the SFA must track the hours of training completed by all School Nutrition staff. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.
Regulation / Citation Summary
210.30(g) School food authority oversight. Each school year, the school food authority director must document compliance with the requirements of this section for all staff with responsibility for school nutrition programs, including directors, managers, and staff. Documentation must be adequate to establish, to the State's satisfaction during administrative reviews, that employees are meeting the minimum professional standards.
SFA Suggested Guidance for Compliance
To come into compliance with the requirements for Professional Standards, the SFA must provide the State Agency with an assurance that the appropriate staff 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, indicating how the SFA will ensure that training is now being tracked. A completed tracker must be submitted to the State Agency that includes all employees.
SFA Response

Signature of _____ Date: _____

Reviewer:

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
120 S. Federal Place, Suite 207
Santa Fe, NM 87501
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.



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