



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

Name of School Food Authority: **Nenahnezad Community School**  
School Site(s) reviewed: **Nenahnezad Community School**

Date of On-Site Review: **19, January, 2018**

Date Corrective Action Plan Was provided to SFA: **9, February, 2018**

**Date your Corrective Action Plan Response is due to NMPED: 12, March, 2018**

**COMMENDATIONS**

**PERFORMANCE STANDARD 1**  
SFA is classified as Community Eligibility Provision (CEP) and showed all documentation regarding the established percentages with regard to their Identified Student Percentage or (ISP)  
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 proper signage up in food service areas to include proper nondiscrimination statement.  
SFA in compliance with Civil Rights and Professional Standards training  
Potable water available and free

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

- **Civil Rights poster posted in proper area, corrected on-site**
- **Health Inspection posted in proper area, corrected on-site**
- **Cleaning supplies separate from eating area of students, 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:



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- A summary of the regulation / requirement
    - The finding, and details specific to the SFA regarding the finding
  - 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
- 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>
The edit check is not properly completed.
<b>Technical Assistance Provided</b>
<p>During the review, claiming was discussed with the SFA. The SFA does not have a reliable counting/claiming system. To be in compliance, the SFA must ensure that meal counts are being recorded accurately and that claims are being filed accurately. Maintaining an accurate edit check and how to evaluate an edit check for accuracy was reviewed with the SFA. The SFA must have a reliable counting and claiming system. The SFA acknowledged the finding and will implement needed changes immediately.</p>
<b>Regulation / Citation Summary</b>
<p>210.7(c)(1) Lunch count system. To ensure that the Claim for Reimbursement accurately reflects the number of lunches and meal supplements served to eligible children, the school food authority shall, at a minimum:(iii) Base Claims for Reimbursement on lunch counts, taken daily at the point of service, which correctly identify the number of free, reduced price and paid lunches served to eligible children; (iv) Correctly record, consolidate and report those lunch and supplement counts on the Claim for Reimbursement.</p>
<b>SFA Suggested Guidance for Compliance</b>
<p>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 no longer claiming second meals for reimbursement, 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 <a href="http://www.schoolnutritiontoolbox.org/snt-v3/index.php">http://www.schoolnutritiontoolbox.org/snt-v3/index.php</a>.</p>
<b>SFA Response</b>



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<b>Finding #2</b>
The SFA is claiming ineligible meals for reimbursement.
<b>Technical Assistance Provided</b>
During the review, claiming was discussed with the SFA. The SFA is claiming second meals for reimbursement. To be in compliance, the SFA must ensure that no second meals are claimed for reimbursement. Maintaining an accurate edit check and how to evaluate an edit check for accuracy was reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.
<b>Regulation / Citation Summary</b>
210.7(c)(1)(v) The SFA shall ensure that Claims for Reimbursement do not request payment for any excess lunches produced, as prohibited in §210.10(a)(2), or non-Program lunches (i.e., a la carte or adult lunches) or for more than one meal supplement per child per day. 210.9(b) Agreement. Each school food authority approved to participate in the program shall enter into a written agreement with the State agency that may be amended as necessary. This agreement shall provide that each school food authority shall, with respect to participating schools under its jurisdiction:(5) Serve lunches, during the lunch period, which meet the minimum requirements prescribed in §210.10; 210.10(a) General requirements—(1) General nutrition requirements. Schools must offer nutritious, well-balanced, and age-appropriate meals to all the children they serve to improve their diets and safeguard their health. (i) Requirements for lunch. Schools must follow a food-based menu planning approach and produce enough food to offer each child the quantities specified in the meal pattern established in paragraph (c) of this section for each age/grade group served in the school. In addition, school lunches must meet the dietary specifications in paragraph (f) of this section.
<b>SFA Suggested Guidance for Compliance</b>
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 now has a reliable counting/claiming system in place, 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 <a href="http://www.schoolnutritiontoolbox.org/snt-v3/index.php">http://www.schoolnutritiontoolbox.org/snt-v3/index.php</a> .
<b>SFA Response</b>

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

Date: \_\_\_\_\_



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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: 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.