



New Mexico Public Education Department

Student Success & Wellness Bureau
Administrative Review Corrective Action Plan

Name of School Food Authority:	SFA
School Site(s) reviewed:	Sites Reviewed Ohkay Owingeh Community School
Date of On-Site Review:	3/13/18

Date Corrective Action Plan Was provided to SFA:	4/20/18
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Date your Corrective Action Plan Response is due to NMPED:	5/22/18
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COMMENDATIONS

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

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)

- Label all containers that have been removed from original container, corrected on-site.
- Menu posted in proper area by serving line, corrected on-site.
- Student information filed in Hazardous Analysis Critical Control Point (HACCP).
- Menu slightly exceeded the lunch calorie target of 600-650 calories for K-8
-Reduction of weekly entrée options with cheese would help decrease calories.



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- Menu slightly exceeded the breakfast sodium target of less than 540mg. for grades K-8.

-School should review all breakfast entrée options offered to ensure that the sodium levels are within range for breakfast.

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

Finding #1
Based on the targeted menu review, the menu for grade group K-8 did not meet the dietary specification for calories for breakfast.
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 breakfast are: K-5: 350-500; 6-8: 400-550; 9-12: 450-600; K-12: 450-400.
Regulation / Citation Summary
220.8(f) Dietary specifications. (1) Calories. Effective July 1, 2013 (SY 2013-2014), school breakfasts offered to each age/grade group must meet, on average over the school week, the minimum and maximum calorie levels specified: K-5: 350-500; 6-8: 400-550; 9-12: 450-600, K-12: 450-500
SFA Suggested Guidance for Compliance
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.
SFA Response



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According to production records for the week of review only 1oz of peanut butter was used in the PBJ sandwich. Our recipe showed 2T thus accounting for the overage and exceeding the calories for breakfast. A correction will be made to our PBJ sandwich recipe.

SFA Representatives responsible to oversee compliance of the NSLP and NBP or OOCs
 SFA representative name: Alfred Baca, Head Cook
 SFA Culinary Consultant: Theresa Romero

Finding # 2

For the week of menu review, the 6-8 lunch menu did not meet the minimum weekly requirement of 1/2 cup starchy vegetable subgroup.

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. This includes meeting the weekly requirements for the vegetables sub-groups. Over the course of the standard school week the SFA must at a minimum meet the required servings for each sub-group. The SFA should review all menus to ensure that at least the minimum serving for each sub-group 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)(iii) Vegetables component. Vegetable offerings at lunch over the course of the week must include the vegetable subgroups, as defined in this section in the quantities specified in the meal pattern in paragraph (c) of this section: K-12: 1/2 C starchy.

SFA Suggested Guidance for Compliance

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 weekly requirements for grains 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

According to the weekly menu for the week of review the following change will be made: On the meal of roast beef sandwich, sun chips will be replaced with a 1/2 cup of oven baked sweet potato fries to meet the starchy vegetable subgroups.

SFA Representatives responsible to oversee compliance of the NSLP and NBP or OOCs
 SFA representative name: Alfred Baca, Head Cook
 SFA Culinary Consultant: Theresa Romero



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Finding #3
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 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 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.

SFA Response
According to the weekly menu for the week of review the following change will be made to the menu of Philly Cheese steak. Cheese will be eliminated from the day's menu therefore it will now be a Philly Steak Sandwich. In addition the macaroni w/ meat sauce will be served on Wednesday and the roast beef and cheese sandwich will be served on Tuesday thus having cheese on different days and not consecutively. Eliminating the cheese from this meal will help bring OOCs into compliance with the saturate fat requirement for school meals by reducing the saturate fat content in our menu.
SFA Representatives responsible to oversee compliance of the NSLP and NBP or OOCs SFA representative name: Alfred Baca, Head Cook SFA Culinary Consultant: Theresa Romero



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Signature of Reviewer: _____ Date: _____

Signature of Nutritionist _____ Date: _____

Signature of SFA Representative: *angel ba* _____ Date: *5/2/18*
T. Romero *5/2/2018*

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

**Name of Reviewer: Terence Mirabal
 Student Success & Wellness Bureau
 120 S. Federal Place, Suite 207
 Santa Fe, NM 87501
 Phone: 505-827-1829
 Email: terence.mirabal@state.nm.us**

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.

name(s) and title(s) of the SFA representative(s)