



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

Name of School Food Authority:	San Felipe Elementary School
School Site(s) reviewed:	San Felipe Elementary School

Date of On-Site Review:	Date: March 26, 2018
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Date Corrective Action Plan Was provided to SFA:	Date: May 1, 2018
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Date your Corrective Action Plan Response is due to NMPED:	Due Date: May 25 , 2018
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COMMENDATIONS

PERFORMANCE STANDARD 1
SFA showed proper procedures when establishing CEP Provision.

PERFORMANCE STANDARD 2
SFA had all meal components offered on day of review.
SFA had production records for breakfast and lunch filled out correctly.

GENERAL AREAS
SFA had health inspection and food permits on site and up to date.
SFA had proper nondiscrimination statement posted at the serving area.

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
<p>The point of service did not provide an accurate meal count. There was no point of service at the time of meal service for breakfast or lunch.</p>
Technical Assistance Provided
<p>During the review, an accurate point of service was discussed with the SFA. The point of service does not provide an accurate meal count. This is a systemic error. To be in compliance, the SFA must ensure that meal counts taken at the point of service correctly lunches served. Tracking students accurately at the point of service was reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.</p>
Regulation / Citation Summary
<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>
SFA Suggested Guidance for Compliance
<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 will advise the State Agency that the systemic error has been corrected, 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.</p>
SFA Response
Empty space for SFA response



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Finding #2
The SFA does not retain control of the nonprofit school food service account and overall financial responsibility for the school nutrition programs.
Technical Assistance Provided
During the review, the requirements for contracting with a FSMC were discussed with the SFA. It was determined that the SFA does not retain control of the nonprofit school food service account and overall financial responsibility for SNP. To be in compliance while contracting with an FSMC, the SFA must retain control of the nonprofit school food service account and overall financial responsibility for the school nutrition programs.
Regulation / Citation Summary
Guidance for School Food Authorities: The SFA must retain control of the quality, extent and general nature of the food service and the prices to be charged to the children for meals. Such control must include retaining control of the nonprofit school food service account and overall financial responsibility for the school nutrition programs; establishing all prices for all meals served under the nonprofit school food service account (e.g., pricing for reimbursable meals, a la carte food services and adult meals, as applicable).
SFA Suggested Guidance for Compliance
To come into compliance with the requirements when contracting with a FSMC, the SFA must provide written 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. The plan must include: an indication that the SFA now retains control of the nonprofit school food service account and overall financial responsibility for the school nutrition programs, a description of the new process that has been implemented and the name and title of the SFA representative that will ensure compliance moving forward.
SFA Response



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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 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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Finding #4
Based on the targeted menu review, the menu for grade group K-8 did not meet the dietary specification for calories for lunch.
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.
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.
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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Finding #5

Based on the targeted menu review, the menu for grade group K-8 did not meet the dietary specification for sodium for breakfast.

Technical Assistance Provided

During the review, appropriate sodium ranges were discussed with the SFA. The menus must meet the sodium requirements for the menus to be in compliance with the dietary specifications. The sodium requirements for breakfast are: K-5: ≤ 540 ; 6-8: ≤ 600 ; 9-12: ≤ 640 ; K-12: ≤ 540 .

Regulation / Citation Summary

220.8(f)(3) Sodium. School breakfasts offered to each age/grade group must meet, on average over the school week, the levels of sodium specified: K-5: ≤ 540 ; 6-8: ≤ 600 ; 9-12: ≤ 640 , K-12: ≤ 540 .

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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Finding #6
The SFAs Local School Wellness Policy has not been updated to meet guidelines.
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
<p>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.</p> <p>(3) Make appropriate updates or modifications to the local school wellness policy, based on the triennial assessment.</p>
SFA Suggested Guidance for Compliance
To come into compliance with this requirement the SFA must submit a statement that the wellness policy will be reviewed and updated by the wellness committee. In addition to the statement the SFA must submit the minutes from the meeting that was held to determine the needed updates. If the policy has been updated by the corrective action due date, submit a copy of the revised wellness policy. If the due date is prior to the completion of the updates, submit a detailed timeline for the implementation of the changes. Once the revisions have been made a copy of the wellness policy should be submitted to the state agency for review.
SFA Response



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Signature of Reviewer: _____ *Angelica Ruelas* _____ Date: 2/16/18

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: Angelica Ruelas
Student Success & Wellness Bureau
120 S. Federal Place, Suite 207
Santa Fe, NM 87501
Phone: 505-827-1818
Email: Angelica.Ruelas@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.