

**State of New Mexico**  
**Public Education Department**  
300 Don Gaspar  
Santa Fe, New Mexico 87501-2786  
Telephone (505) 827-5800  
[www.ped.state.nm.us](http://www.ped.state.nm.us)

Christopher N. Ruskowski      Susana Martinez  
Secretary of Education      Governor

**Administrative Review Summary and Corrective Actions**

SFA Name:	Tucumcari Public Schools
SFA Code/ ID Number:	49000
Administrative Review Conducted on:	Wednesday, February 28, 2018
SFA Contact Name and Title:	Dave Johnson, Assistant Superintendent
CNR Reviewer:	Richard Cumnard

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on February 28, 2018; an exit conference summarizing the findings took place on the same day.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource, by **Friday, April 20, 2018**. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office. Please respond to the Administrative Review Corrective Actions by **Friday, April 20, 2018**.

Thank you,



**Casey O'Neill, RD, SNS, Senior Child Nutrition Specialist**

**CN Resource**  
1930 N Arboleda, 101, Mesa, Arizona 85213  
p 866 941.6368 f 480 325.9967

## Administrative Review Technical Assistance Summary

SFA Name:	Tucumcari Public Schools
SFA Code/ID Number:	49000
Administrative Review Conducted on:	Wednesday, February 28, 2018
SFA Contact Name and title:	David Johnson, Assistant Superintendent
CNR Reviewer:	Richard Cumnard

### Commendations & Suggestions

Outstanding job meeting all of the requirements for breakfast and lunch. All daily and weekly meal component and food quantity requirements were met for the week of menu review.
Outstanding job with Offer vs. Serve for breakfast and lunch.
Outstanding job with meal service.
Great job with meal counting and claiming.
Outstanding job with On-Site Monitoring.

### Other areas of Technical Assistance (Does NOT require SFA Response)

Local School Wellness Policy - technical assistance provided regarding the Local Wellness Policy including: the members of the the wellness committee that should be involved in the development, implementation, periodic review and update of the policy; designating a person or persons with oversight to ensure compliance; triennial assessment of the policy; and publishing the policy and assessments of the policy.
Food Safety - technical assistance provided to the SFA that all boxes of food product be dated upon receipt and that all food product be dated when removed from boxes.
<p>Resource Management - Adult Meals</p> <p>The SFA must price adult meals above the free reimbursement rate plus the value of commodities. For SY 17-18, the price should be at least \$3.55 (\$3.23 free reimbursement + \$.06 certification + \$.02 differential), which is slightly above the SFA's current price of \$3.50. The SFA should reevaluate prices annually, and round up. Reimbursement rates and the commodities value per-meal can be found on the USDA website:  <a href="https://www.fns.usda.gov/school-meals/rates-reimbursement">https://www.fns.usda.gov/school-meals/rates-reimbursement</a>  <a href="https://www.fns.usda.gov/fdd/value-donated-foods-notice">https://www.fns.usda.gov/fdd/value-donated-foods-notice</a></p>
<p>Resource Management - Equipment Purchase Approval</p> <p>Per FNS Policy Memo SP 31-2014, the SFA is required to receive prior approval from the State Agency for any equipment purchases over \$5,000. The SFA should notify PED prior to making any equipment purchases over this threshold. If PED releases a pre-approved equipment list, the SFA does not need approval to purchase any item on the list.</p>



**Required Corrective Actions- Review Areas**  
**New Mexico Public Education**  
**Coordinated School Health & Wellness**  
**Administrative Review Corrective Action Plan**

SFA Name: Tucumcari Public Schools  
 SFA Code/ID: 49000

Administrative Review Conducted: Wednesday, February 28, 2018  
 Site(s) Selected for Review: Tucumcari Middle School

Date Corrective Action Plan was provided to SFA: 3/21/2018

Due Date for Corrective Action Plan: 4/20/2018

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.

***Please enter the detailed response for each in the spaces provided .***

Finding #1: Civil Rights			
The SFA must use the current civil rights statement on all Program materials as required.			
Technical Assistance			
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. <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</a>			
<i>For detailed regulation see: FNS Instruction 113-1 IX A 3 Nondiscrimination Statement.</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that the non-discrimination statement has been added to all nutrition program materials.			
4. Provide an example to show that the non-discrimination statement has been added. Ex: any letter to the household.			

Finding #2: Civil Rights			
The SFA did not submit a public release.			
Technical Assistance			
During the review the requirement for a public release to be submitted for publishing was discussed with the SFA. At or near the beginning of each year, the SFA			

must submit a public release to the local media, the unemployment office and any major employers who are contemplating large layoffs in the attendance area of the school.

*For detailed regulation see: §245.5(a)(1) Public Release*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of assurance that a public release will be submitted for publishing at or near the beginning of each school year.			

**Finding #3: Civil Rights**

The SFA is attempting to resolve complaints alleging discrimination within the FNS School Meal Programs.

**Technical Assistance**

During the review the process for receiving and processing complaints alleging discrimination was discussed with the SFA. The SFA should not attempt to resolve complaints in-house and should forward all complaints to the appropriate outside agency.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of assurance that all alleged civil rights complaints regarding the meal programs will not be handled internally and that the complaints will be forwarded to the appropriate agency.			

**Finding #4: Local School Wellness Policy**

The SFA does not have a Local School Wellness Policy

**Technical Assistance**

During the review, Local Wellness Policies were discussed with the SFA. The Local Wellness Policy is required to contain the following: a designation of one or more SFA officials in charge of school compliance oversight; a plan for measuring compliance; goals for nutrition education, nutrition promotion, other school based activities to promote student wellness, and physical activity; and guidance for all foods available on school campus. The SFA should also contact the state agency to determine if there are any additional requirements from the state or if they have any state specific resources. The SFA was provided with the USDA link for Wellness Policies. <http://www.fns.usda.gov/tn/local-school-wellness-policy>.

*For detailed regulation see: 210.31 Local school wellness policy*

Required SFA Response	SFA Response	Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a copy of the completed Local Wellness Policy			
4. If the SFA needs more time to finish the Local Wellness Policy, provide a timeline for when parts of the plan will be completed.			

#### Finding #5: Professional Standards

The School Nutrition Program Manager did not meet the training requirements and did not have scheduled/planned trainings for the remainder of the school year to meet annual training requirements.

#### Technical Assistance

During the review, training requirements were discussed with the SFA. To be in compliance, the SFA must ensure that the School Nutrition Program Manager completes the required amount of training annually. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.

*For detailed regulation see: 210.30(c) Continuing education/training standards for program managers.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. List the names, length, and date of trainings that have been completed/planned to meet the required training hours.			

#### Finding #6: Professional Standards

The school nutrition staff did not meet the training requirements, and did not have scheduled/planned trainings for the remainder of the school year to meet annual training requirements.

#### Technical Assistance

During the review, training requirements were discussed with the SFA. To be in compliance, the SFA must ensure that the School Nutrition staff complete the required amount of training annually. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.

*For detailed regulation see: 210.30(d) Continuing education/training standards for all staff*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. List the names, length, and date of trainings that have been completed/planned to meet the required training hours.			

Finding #7: Civil Rights			
The "And Justice for All" poster is not posted.			
Technical Assistance			
During the review the requirement for the "And Justice for All" poster were discussed with the SFA. The poster must be on display in all serving/dining areas, the poster must be displayed in a location that is visible to students was discussed with the SFA, and the poster must be 11" wide x 17" high.			
For detailed regulation see: FNS Instruction 113-1 Section B			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of assurance that the poster has been posted.			

Finding #8: Food Safety			
The SFA does not have documentation to show that they requested the two required health inspections from the applicable agency per school year.			
Technical Assistance			
During the review, health inspections were discussed with the SFA. The SFA must request two health inspections for each site for each school year and must maintain documentation of this request.			
For detailed regulation see: 210.13(b) Food safety inspections.			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that the SFA will annually request two inspections be completed and all documentation will be retained on file for the required time period.			

Finding #9: Resource Management			
The SFA had an excess of three months' average expenditures in its year-end net cash resources, and did not have approval from the State Agency.			
Technical Assistance			
The SFA must not accumulate net cash resources exceeding three months' average expenditures, unless they receive prior approval from the State Agency. During			

the review it was determined that the SFA had an excess cash balance of \$34,335. Additional technical assistance was given in an email during the review, explaining how to calculate compliance with net cash resource requirements. The SFA should submit a spend-down plan explaining how the net cash resources will be spent down to an appropriate level. The SFA can purchase new equipment, improve food quality, upgrade food service software, implement additional food service training, increase food service wages and benefits where appropriate, etc. in order to improve the food service program.

*For detailed regulation see: 210.14(b) Net cash resources.*

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Submit a spend-down plan explaining how the SFA will lower the nonprofit school food service fund balance to a level at or below 3 months average expenditures. This should include estimated dates and amounts of any planned purchases/costs, as well as an expected timeline for spending down the balance.			
2. Provide a written statement explaining the internal controls that have been put into place to ensure that the food service net cash resource balance will remain under 3-months' average expenses in the future, or prior approval will be received from the State Agency if an excess balance is expected.			

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date indicated.

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the SFA. In addition the SFA ensures that additional training will be provided to all applicable staff to bring all finding areas into compliance moving forward.

Signature of SFA Representative: \_\_\_\_\_

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

Signature of CN Resource Reviewer: Richard Cumard

Date: February 28, 2018

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



Administrative Review Team  
 CN Resource  
 P.O. Box 31060  
 Mesa, AZ 85275  
 866-941-6368  
[adminreview@cnresource.com](mailto:adminreview@cnresource.com)

## Helpful Resources

*The following are a list of links to resources that may be helpful when responding to the findings from the Administrative Review and helping to bring all finding areas into compliance.*

### USDA Federal Regulations:

National School Lunch Program: [USDA FNS 7 CFR 210](#)

School Breakfast Program: [USDA FNS 7 CFR 220](#)

Determining Eligibility: [USDA FNS 7 CFR 245](#)

### Certification and Benefit Issuance:

2017-2018 Federal Income Eligibility Guidelines:

<https://www.fns.usda.gov/school-meals/fr-041017>

2017-2018 USDA prototype Household Application and supporting forms:

<https://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

### Verification:

2017-2018 USDA prototype Household Application and supporting forms:

<https://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

### Counting and Claiming:

2017-2018 USDA Reimbursement Rates:

<https://www.fns.usda.gov/school-meals/rates-reimbursement>

### Menu Compliance:

USDA Nutrition Standards for School Meals:

<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

Whole Grain Resource Guide:

<https://fns-prod.azureedge.net/sites/default/files/WholeGrainResource.pdf>

Meal Pattern Guide by Grade Group:

<https://fns-prod.azureedge.net/sites/default/files/dietaryspecs.pdf>

### Offer vs Serve:

USDA Offer versus Serve Guidance Manual:

<https://fns-prod.azureedge.net/sites/default/files/SP57-2014a.pdf>

### Resource Management:

2017-2018 USDA Paid Lunch Equity Tool:

<https://www.fns.usda.gov/school-meals/paid-lunch-equity-sy2017-18-calculations-and-revised-tool>

USDA Non-Program Food Revenue Tool:

<https://www.fns.usda.gov/guidance-paid-lunch-equity-and-revenue-nonprogram-foods>

### Civil Rights:

USDA Non-Discrimination Statement



<https://www.fns.usda.gov/fns-nondiscrimination-statement>

USDA-FNS Accommodating Children with Disabilities in the School Meal Programs

<https://fns-prod.azureedge.net/sites/default/files/cn/SP40-2017a1.pdf>

***On-Site Monitoring:***

USDA On-Site Monitoring forms for National School Lunch and School Breakfast Programs:

<https://fns-prod.azureedge.net/sites/default/files/cn/SP56-2016os.pdf>

***Wellness Policy:***

USDA Wellness Policy Implementation Tools and Resources:

<https://www.fns.usda.gov/tn/implementation-tools-and-resources>

***Smart Snacks:***

USDA Guide to Smart Snacks:

<https://fns-prod.azureedge.net/sites/default/files/tn/USDASmartSnacks.pdf>

***Professional Standards:***

USDA Professional Standards tools and references:

<https://www.fns.usda.gov/school-meals/professional-standards>

***Food Safety:***

USDA Food Safety Resources:

<https://www.fns.usda.gov/ofs/food-safety>

Institute of Child Nutrition Food Safety Plan:

<http://www.theicn.org/ResourceOverview.aspx?ID=75>

***Buy American Provision:***

2017 USDA Memo on Compliance with Buy American Provision:

<https://fns-prod.azureedge.net/sites/default/files/cn/SP38-2017os.pdf>

***School Breakfast and Summer Food Service Program Outreach:***

<https://www.fns.usda.gov/sfsp/raise-awareness>

***Afterschool Snack Program:***

USDA Webpage for the Afterschool Snack Program:

<https://www.fns.usda.gov/school-meals/afterschool-snacks>

***Special Milk Program:***

USDA Webpage for the Special Milk Program:

<https://www.fns.usda.gov/smp/special-milk-program>

***Fresh Fruit and Vegetable Program:***

USDA Fresh Fruit and Vegetable Program Handbook:

<https://fns-prod.azureedge.net/sites/default/files/handbook.pdf>

*Community Eligibility Provision and Provision II:*

USDA Community Eligibility Guidance and Updated FAQs:

<https://www.fns.usda.gov/community-eligibility-provision-guidance-and-updated-qas-1>