



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

Name of School Food Authority: **Wingate Elementary**

School Site(s) reviewed: Wingate Elementary

Date of On-Site Review: **Date: April 13, 2018**

Date Corrective Action Plan Was provided to SFA: **Date: May 14, 2018**

Date your Corrective Action Plan Response is due to NMPED: Due Date: May 25, 2018

COMMENDATIONS

PERFORMANCE STANDARD 1
SFA uses takes meal counts properly and correctly consolidates meal count for reimbursement.

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>For the menu review week, all meal choices did not have all required meal components available. The breakfast menu offered to the K-8 grade group did not contain a grain. This finding may result in fiscal action due to incomplete meals being counted for reimbursement.</p>
Technical Assistance Provided
<p>During the review, the components of 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 all required components are offered. 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/</p>
Regulation / Citation Summary
<p>220.8(c) Meal pattern for school breakfasts. A school must offer the food components and quantities required in the breakfast meal pattern established. K-12: 1 oz. equivalent of grains daily.</p>
SFA Suggested Guidance for Compliance
<p>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, 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.</p>
SFA Response



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Finding #2
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 #3
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

Other areas of Technical Assistance (NOT requiring Corrective Action)

1. The menu reviewed slightly exceeded the breakfast calorie target range of 400-500 calories but is still within the acceptable range. The school should review all breakfast entrée options offered to ensure that higher calorie breakfast items are limited.
2. Gave TA on how to Identifying student for CEP provision correctly.



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Signature of
Reviewer:

Angelica Ruelas

Date: 5/14/18

Signature of
Nutritionist
Signature of
SFA

Date: _____

Representative:

Date: _____

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

Name of Reviewer: Angelica Ruelas
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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.