



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Name of School Food Authority: AMIkids by AMIkids Inc.

School Site(s) reviewed: AMIkids by AMIkids Inc.

Date of On-Site Review: 10, September, 2018

Date Corrective Action Plan Was provided to SFA: 22, October, 2018

Date your Corrective Action Plan Response is due to NMPED: 26, November, 2018

COMMENDATIONS

Table with 1 column and 4 rows: PERFORMANCE STANDARD 1, SFA claims are maintained and submitted according to FNS requirements, SFA had proper documentation of their Public Release, SA verified that the FNS-742 Report had been conducted in a timely manner

Table with 1 column and 3 rows: PERFORMANCE STANDARD 2, SFA accommodated students with Special Dietary Needs, Correct meal components and meal quantities are being served

Table with 1 column and 4 rows: GENERAL AREAS, SFA Wellness Policy in compliance with USDA regulations, SFA in compliance with Civil Rights and Professional Standards training, Potable water available and free

Other areas of Technical Assistance (NOT requiring Corrective Action)

- Technical Assistance TA was given with providing the up to date Civil Rights poster in the meal service area.
TA was offered with posting a visible menu for all students to see what is offered for lunch and breakfast.

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
- 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
The SFA does not conduct a daily edit check for each meal service.
Technical Assistance Provided
During the review, edit checks were discussed with the SFA. The SFA does not conduct a daily edit check for each meal service. To be in compliance, the SFA must ensure that edit checks are completed daily. How to complete edit checks to ensure meal counts do not exceed attendance adjusted eligible and/or total enrollment was reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.
Regulation / Citation Summary
210.8(a)(3) Edit checks. (i) The following procedure shall be followed for school food authorities identified in paragraph (a)(2)(ii) of this section, by other school food authorities at State agency option, or, at their own option, by school food authorities identified in paragraph (a)(2)(i) of this section: the school food authority shall compare each school's daily counts of free, reduced price and paid lunches against the product of the number of children in that school currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor.
SFA Suggested Guidance for Compliance
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 now conducting a daily edit check for each meal service, 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 and submit one week of completed edit checks.



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SFA Response

SFA Response

Finding #2

Production records were not complete for each day of the review period for the After School Snack Program (ASSP).

Technical Assistance Provided

During the review, production record requirements were discussed with the SFA. The SFA must complete production records as described in 7 CFR 210.10(a)(3). How to complete these records was discussed with the SFA. This finding may result in fiscal action.

Regulation / Citation Summary

210.10(a)(3) Production and menu records. Schools or school food authorities, as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day.

SFA Suggested Guidance for Compliance

To come into compliance with production record requirements, the SFA must provide an assurance that staff administering the Afterschool Care Snack Program understand these requirements, and the SFA must put a plan in place to ensure future compliance. Please submit the assurance and plan. Training for all afterschool snack program staff must be completed. Submit a copy of the completed sign in sheet and agenda for the training along with the date that the training was completed. The SFA must also submit revised production records to the State Agency, for each day of the review period.



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SFA Response

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Finding #3

Signage is not posted near or at the beginning of the serving line identifying what constitutes a reimbursable meal for breakfast.

Technical Assistance Provided

During the review, the importance of signage was discussed with the SFA. The SFA must ensure that signage is posted near or at the beginning of the serving line identifying what constitutes a reimbursable meal.

Regulation / Citation Summary

220.8(a)(2) Unit pricing. Schools must price each meal as a unit. The price of a reimbursable lunch does not change if the student does not take a food item or requests smaller portions. Schools must identify, near or at the beginning of the serving line(s), the food items that constitute the unit-priced reimbursable school meal(s).

SFA Suggested Guidance for Compliance

To come into compliance with the meal signage requirements the SFA must state that the proper signage has been posted. Please submit a copy of the signage used and indicate where in the serving line it was posted. Also please note the date that the signage was posted. Include the person by position that will oversee that the signage has been posted and how this person will keep all staff informed that signage is required.

SFA Response

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Finding #4
Signage is not posted near or at the beginning of the serving line identifying what constitutes a reimbursable meal for lunch.
Technical Assistance Provided
During the review, the importance of signage was discussed with the SFA. The SFA must ensure that signage is posted near or at the beginning of the serving line identifying what constitutes a reimbursable meal.
Regulation / Citation Summary
<p>210.10(a)(2) Unit pricing. Schools must price each meal as a unit. Schools need to consider participation trends in an effort to provide one reimbursable lunch and, if applicable, one reimbursable afterschool snack for each child every school day. If there are leftover meals, schools may offer them to the students but cannot get Federal reimbursement for them.</p> <p>Schools must identify, near or at the beginning of the serving line(s), the food items that constitute the unit-priced reimbursable school meal(s). The price of a reimbursable lunch does not change if the student does not take a food item or requests smaller portions.</p>
SFA Suggested Guidance for Compliance
To come into compliance with the meal signage requirements the SFA must state that the proper signage has been posted. Please submit a copy of the signage used and indicate where in the serving line it was posted. Also please note the date that the signage was posted. Include the person by position that will oversee that the signage has been posted and how this person will keep all staff informed that signage is required.
SFA Response



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Finding #5

The SFA is not implementing their food safety plan. SFA is not calibrating their thermometer.

Technical Assistance Provided

During the review, the food safety plan was discussed with the SFA. The SFA must have a food safety plan that complies with the requirements as outlined in 7 CFR 210.13(c), and the SFA must ensure that all elements of the plan are implemented. The SFA should be following the procedures as outlined in the plan and maintaining all required records.

Regulation / Citation Summary

210.13(c) Food safety program. The school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must meet the requirements in paragraph (c)(1) or paragraph (c)(2) of this section, and the requirements in §210.15(b)(5). (1) A school food authority with a food safety program based on traditional hazard analysis and critical control point (HACCP) principles must: (i) Perform a hazard analysis; (ii) Decide on critical control points; (iii) Determine the critical limits; (iv) Establish procedures to monitor critical control points; (v) Establish corrective actions; (vi) Establish verification procedures; and (vii) Establish a recordkeeping system. (2) A school food authority with a food safety program based on the process approach to HACCP must ensure that its program includes: (i) Standard operating procedures to provide a food safety foundation; (ii) Menu items grouped according to process categories; (iii) Critical control points and critical limits; (iv) Monitoring procedures; (v) Corrective action procedures; (vi) Recordkeeping procedures; and (vii) Periodic program review and revision.

SFA Suggested Guidance for Compliance

To come into compliance with the requirements for food safety, the SFA must provide the State Agency with an assurance that the appropriate staff understand the requirements for implementing the food safety plan. The assurance should include; a statement that the food safety plan will be implemented at each site, a statement that proper documentation practices will be established at each site, and that training will be completed for all appropriate SFA staff. Provide the agenda and sign-in sheets from the trainings.

SFA Response

Empty response area for SFA Response.



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Signature of
Reviewer:

Date: 10/22/18

Signature of
SFA
Representative:

_____ Date: _____

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

**Name of Reviewer: Jerome Armijo. Health Educator
Student Success & Wellness Bureau
120 S. Federal Place, Suite 207
Santa Fe, NM 87501
Phone: 505-827-1465
Email: Jerome.Armijo@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.