



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

Name of School Food Authority: **Albuquerque Public School**

School Site(s) reviewed:	El Dorado High
	La Cueva High
	Roosevelt Middle
	L.B. Johnson Middle
	S.Y. Jackson Elem
	West Mesa High
	Bandelier Elementary
	Grant Middle
	Painted Sky Elementary
	McCollun Elem
	Bellehaven Elementary
	Whittier Elementary
	North Star Elementary
	Mark Twain Elem

Date of On-Site Review: **Date: October 1 - 4, 2018**

Date Corrective Action Plan Was provided to SFA: **Date: November 1, 2018**

Date your Corrective Action Plan Response is due to NMPED: Due Date: December 3, 2018

COMMENDATIONS

PERFORMANCE STANDARD 1
Standard applications verified correctly, no eligibility errors found.
Meal counts maintained and consolidated correctly. Verification for SY17-18 was
Completed correctly. Public release posted in the Albuquerque paper for all schools.

PERFORMANCE STANDARD 2
Offer versus serve implemented district wide. A variety of menu options offered daily.
Production records maintained on a daily basis. Kitchen staff and area managers were
Very friendly and helpful during the review. It is evident all employees take pride in
The work they do. Kitchen staff were eager for feedback and welcomed feedback to
Improve their program. All production records maintained daily and electronically.

GENERAL AREAS
Civil Rights posters posted in visible area. HACCP plan maintained along with food safety inspection reports.
On-site monitoring completed for all school sites.
Records maintained for more than 3 years.



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

Other areas of Technical Assistance provided (NOT requiring Corrective Action)

- L.B. Johnson Middle School – Some of the storage items were not dated. Staff corrected it on-site.
- S.Y. Jackson – Some kids did not receive a reimbursable meal and left the line without a fruit or vegetable. When it was pointed out, staff went out and had the kids return for an item.
- The SFA did not have Civil Rights short statement on the menus but had it added before the end of the review.
- The SFA did not have Civil Rights long statement on website but added it while we were on-site. The SFA needs to create Civil Rights procedures for handling complaints and all area managers should be aware of the complaint procedures. All Civil Rights complaints must be sent to the State agency.
- Competitive Food Sales were observed at all of the High Schools. These sales highly reduce the participation in the National School Lunch Program and if the schools would like higher participation, it is recommended fundraising take place outside of the lunch hour. However, as long as all foods sold meet the Federal Smart Snacks standards, they will be allowed unless otherwise stated in the District or School Wellness Policy.

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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| <ul style="list-style-type: none"> ■ 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 | <ul style="list-style-type: none"> ■ 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
For the week of menu review, the K-5 lunch menu did not meet the minimum weekly requirement of 8 ounce equivalent grain. For the week of review, the minimum amount of grain offered was 5 ounces.
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 meet the weekly requirements as well as the daily requirements for grains required for the specific grade group. The SFA should review all menus to ensure that at least the minimum daily and weekly requirement 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 how to determine the total number of weekly servings if there are multiple menu items each day. The USDA FNS website can be used for training materials, resources and guidance on the meal pattern. http://healthymeals.nal.usda.gov/



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Regulation / Citation Summary
210.10(c) Meal pattern for school lunches. Schools must offer the food components and quantities required in the lunch meal pattern established: K-5: minimum of 8 oz. equivalent of grains per week.
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 and meat/meat alternates 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

Finding #2
For the week of menu review, the K-5 lunch menu did not meet the minimum weekly requirement of 8 ounce equivalent meat/meat alternate. The minimum amount offered for the week of review was 6 ounces of M/MA.
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 meet the weekly requirements as well as the daily requirements for meat/meat alternates required for the specific grade group. The SFA should review all menus to ensure that at least the minimum daily and weekly requirement 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 how to determine the total number of weekly servings if there are multiple menu items each day. 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) Meal pattern for school lunches. Schools must offer the food components and quantities required in the lunch meal pattern established: K-5: minimum of 8 oz. equivalent of meat/meat alternate per week.
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 and meat/meat alternates are met for the specific grade group, a



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

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

Finding #3

For the week of menu review, the 9-12 breakfast menu did not meet the minimum weekly requirement of 9 ounce equivalent grain. For the week of review the minimum amount of grain offered was 8 ounces.

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 meet the weekly requirements as well as the daily requirements for grains required for the specific grade group. The SFA should review all menus to ensure that at least the minimum daily and weekly requirement 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 how to determine the total number of weekly servings if there are multiple menu items each day. 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

220.8(c) Meal pattern for school breakfasts. A school must offer the food components and quantities required in the breakfast meal pattern established. 9-12: minimum 9 oz. equivalents of grain weekly.

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 and meat/meat alternates 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.



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

SFA Response

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Finding #4

For the week of menu review, the 9-12 lunch menu did not meet the minimum weekly requirement of 10 ounce equivalent grain. The minimum grain offered this week was 6oz.

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 meet the weekly requirements as well as the daily requirements for grains required for the specific grade group. The SFA should review all menus to ensure that at least the minimum daily and weekly requirement 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 how to determine the total number of weekly servings if there are multiple menu items each day. 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) Meal pattern for school lunches. Schools must offer the food components and quantities required in the lunch meal pattern established: 9-12: minimum of 10 oz. equivalent of grains per week.

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 and meat/meat alternates 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

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Finding #5



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

For the week of menu review, the 9-12 lunch menu did not meet the minimum weekly requirement of 10 ounce equivalent meat/meat alternate. The minimum M/MA offered was 6oz for the week of review.

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 meet the weekly requirements as well as the daily requirements for meat/meat alternates required for the specific grade group. The SFA should review all menus to ensure that at least the minimum daily and weekly requirement 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 how to determine the total number of weekly servings if there are multiple menu items each day. 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) Meal pattern for school lunches. Schools must offer the food components and quantities required in the lunch meal pattern established: 9-12: minimum of 10 oz. equivalent of meat/meat alternate per week.

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 and meat/meat alternates 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

Finding #6 Grant MS

For the week of menu review, the 6-8 breakfast menu did not meet the minimum weekly requirement of 8 ounce equivalent grain. The minimum grain offered this week was 6oz.

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 meet the weekly requirements as well as the daily requirements for grains required for the specific grade group. The SFA should review all menus to ensure that at least the minimum daily and weekly requirement is planned for the specific grade group. The SFA should also provide additional training to the kitchen staff on the requirements of



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

a reimbursable meal. The training should include how to determine the total number of weekly servings if there are multiple menu items each day. 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

220.8(c) Meal pattern for school breakfasts. A school must offer the food components and quantities required in the breakfast meal pattern established. 6-8: minimum 8 oz. equivalents of grain weekly.

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 and meat/meat alternates 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

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Finding #7

The SFA is operating alternate points of service without State Agency approval at S.Y. Jackson, West Mesa High, Bandelier Elementary, Whittier Elementary, and Mark Twain Elementary. The POS was at the beginning of the line instead of the end of the line where it is required to be. At all of the schools with a POS at the beginning of the line, there were students that walked away from the line without a reimbursable meal. However, once SA staff pointed it out to kitchen staff, students were made to go back to grab the required components.

Technical Assistance Provided

During the review, alternate points of service were discussed with the SFA. The SFA is operating alternate points of service without State Agency approval. To be in compliance, the SFA must receive approval from the State Agency prior to operating an alternate point of service. The SFA acknowledged the finding and will implement needed changes immediately. Please send Director or Staff Manager an email requesting to operate an alternate POS with the appropriate assurances that each child will receive a reimbursable meal at the end of the line and will be observed by trained staff at the end of the line.

Regulation / Citation Summary



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

210.7(c)2) Point of service alternatives. (i) State agencies may authorize alternatives to the point of service lunch counts provided that such alternatives result in accurate, reliable counts of the number of free, reduced price and paid lunches served, respectively, for each serving day. State agencies are encouraged to issue guidance which clearly identifies acceptable point of service alternatives and instructions for proper implementation. School food authorities may select one of the State agency approved alternatives without prior approval. (ii) In addition, on a case-by-case basis, State agencies may authorize school food authorities to use other alternatives to the point of service lunch count; provided that such alternatives result in an accurate and reliable lunch count system. Any request to use an alternative lunch counting method which has not been previously authorized under paragraph (2)(i) is to be submitted in writing to the State agency for approval. Such request shall provide detail sufficient for the State agency to assess whether the proposed alternative would provide an accurate and reliable count of the number of lunches, by type, served each day to eligible children. The details of each approved alternative shall be maintained on file at the State agency for review by FNS.

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, along with a request for the alternate point of service approval. The plan must include 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>.

SFA Response

Finding #8

The SFA is not implementing their food safety plan fully at West Mesa High. Calibration logs were not being maintained.

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



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

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

Finding #9
The SFA does not have a procedure in place for handling civil rights complaints.
Technical Assistance Provided
During the review the requirement for the SFA to have a complaint procedure was discussed. The procedure must indicate: that any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint; all complaints, written or verbal, must be forwarded to the appropriate Regional or FNS OCR Director, unless an approved State complaint procedure is in place; in the event a complainant makes the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint for the complainant. The procedure must also identify the outside agency to which the complaints are forwarded.
Regulation / Citation Summary
FNS Instruction 113-1 Section XV All complaints, written or verbal, must be forwarded to the appropriate Regional or FNS OCR Director, unless an approved State complaint procedure is in place. Anonymous complaints will be handled as any other complaints, to the extent feasible, based on available information.
SFA Suggested Guidance for Compliance
To come into compliance with civil rights requirements, the SFA must develop a procedure that will be put into place to handle any discrimination complaints and to forward them to an appropriate agency. The process must outline the steps that will be taken when a complaint is received, the name and contact information of the agency that the complaint will be forwarded to, and the name(s) and title(s) of the person(s) who will be responsible for forwarding complaints to the appropriate agency. Please submit the procedure to the State Agency.
SFA Response



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

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Finding #10

The SFA did not provide the yearly civil rights training for the appropriate staff.

Technical Assistance Provided

During the on-site review the requirement to provide a yearly civil rights training was discussed with the SFA. The SFA must provide civil rights training at least once a year to all frontline staff and supervisor and maintain all required documentation.
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Regulation / Citation Summary

FNS Instruction 113-1 Section XI Training is required so that people involved in all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures, and directives. Persons responsible for reviewing CR compliance must receive training to assist them in performing their review responsibilities. This training may be carried out as part of ongoing technical assistance. The FNS Regional OCR and State agencies will be responsible for training State agency staffs. State agencies are responsible for training local agencies. Local agencies are responsible for training their subrecipients, including "frontline staff." "Frontline staff" who interact with program applicants or participants, and those persons who supervise "frontline staff," must be provided civil rights training on an annual basis. Specific subject matter must include, but not be limited to: A. Collection and use of data, B. Effective public notification systems, C. Complaint procedures, D. Compliance review techniques, E. Resolution of noncompliance, F. Requirements for reasonable accommodation of persons with disabilities, G. Requirements for language assistance, H. Conflict resolution, and I. Customer service.

SFA Suggested Guidance for Compliance
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To come into compliance with this requirement, the SFA must submit to the State Agency the process that will be put into place to ensure that the yearly civil rights training will be provided to all SFA staff and that the training will cover the required topics. Provide supporting documentation to demonstrate that the required topics will be covered, such as an agenda or a copy of the training.

SFA Response

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Finding #11

The school is not widely publicizing the Fresh Fruit and Vegetable Program at Bellhaven Elementary and Mark Twain Elementary.

Technical Assistance Provided

During the review, program publicity was discussed with the SFA. To be in compliance, the school participating in the FFVP must ensure that the program is widely publicized so that students and their families are aware of this opportunity. The SFA was informed to review the current year's FFVP Handbook for additional guidance.
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New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Regulation / Citation Summary
RICHARD B. RUSSELL NATIONAL SCHOOL LUNCH ACT SEC. 19. [42 U.S.C. 1769a] FRESH FRUIT AND VEGETABLE PROGRAM (e) NOTICE OF AVAILABILITY.—If selected to participate in the program, a school shall widely publicize within the school the availability of free fresh fruits and vegetables under the program
SFA Suggested Guidance for Compliance
To come into compliance with the requirements for the FFVP, the SFA must provide the State Agency with an assurance that staff administering the FFVP 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 SFA must also submit to the State Agency a description of the efforts it has taken thus far since the Administrative Review to publicize the program. Include the person by position who will oversee publicizing the program
SFA Response

Finding #12
Elementary schools participating in the FFVP observed are not offering the educational materials to the students. The Kitchen Staff sent out the materials with the fruit offered that day, however, in the classroom it was observed that the students received their Fresh Fruit and the educational lesson was not delivered.
Technical Assistance Provided
A variety of free nutrition education materials, both printed and online, are available from the State and federal partners identified in the FFVP page of the Child Nutrition Programs public website, http://www.fns.usda.gov/cnd/FFVP/FFVPResources.htm as well as the FNS Team Nutrition site, the PED FFVP site, local partners, such as food retailers, the department of health, and the USDA Extension Service, are also good resources for nutrition education and promotional materials that may be used in the Program.
Regulation / Citation Summary
Under Section 19(d)(1)(E) of the statute encourages schools to submit a plan for implementation that includes partnership with one or more entities that will provide non-Federal resources to the Program such as promotional materials, speakers, etc. Schools would also be expected to encourage the involvement of parents and the community in activities that enhance the Program such as seeking program partners and speakers, and other activities in support of the FFVP and nutrition education efforts.
SFA Suggested Guidance for Compliance
To come into compliance the SFA must submit a plan to the State Agency on how they plan to provide educational materials to students enrolled in the participating schools during the school day.
SFA Response



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Finding #13
In the Resource Management review, the SFA has over 3 months of expenditures in the School Food Service account, totaling about 6 months of excess cash.
Technical Assistance Provided
The SFA will need to submit a plan to the State Agency on how it plans to spend down the excess cash.
Regulation / Citation Summary
Per federal regulation §210.9 Agreement with State agency, part (2) Limit its net cash resources to an amount that does not exceed 3 months average expenditures for its nonprofit school food service or such other amount as may be approved in accordance with §210.19(a);
SFA Suggested Guidance for Compliance
SFA will work with Deputy Director and Fiscal Manager to create a plan to spend down excess cash.
SFA Response

Finding #14
The SFAs Local School Wellness Policy has not been reviewed or updated.
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
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. (3) Make appropriate updates or modifications to the local school wellness policy, based on the triennial assessment.
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.



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

SFA Response

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Finding #15

The SFAs Local Wellness Policy does not contain all of the required components. The Wellness Policy does not include goals for other school-based activities to promote student wellness.

Technical Assistance Provided

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>

Regulation / Citation Summary

210.30 Local School Wellness Policy. (c) Content of the plan. At a minimum, local school wellness policies must contain: (1) Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. In developing these goals, local educational agencies must review and consider evidence-based strategies and techniques; (2) Standards for all foods and beverages provided, but not sold, to students during the school day on each participating school campus under the jurisdiction of the local educational agency; (3) Standards and nutrition guidelines for all foods and beverages sold to students during the school day on each participating school campus under the jurisdiction of the local educational agency that; (i) Are consistent with applicable requirements set forth under §§ 210.10 and 220.8 of this chapter; (ii) Are consistent with the nutrition standards set forth under § 210.11; (iii) Permit marketing on the school campus during the school day of only those foods and beverages that meet the nutrition standards under § 210.11; and (iv) Promote student health and reduce childhood obesity. (4) Identification of the position of the LEA or school official(s) or school official(s) responsible for the implementation and oversight of the local school wellness policy to ensure each school's compliance with the policy; (5) A description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy; and (6) A description of the plan for measuring the implementation of the local school wellness policy, and for reporting local school wellness policy content and implementation issues to the public, as required in paragraphs (d) and (e) of this section.

SFA Suggested Guidance for Compliance

To come into compliance with the requirements for Local School Wellness Policies, the SFA must submit a written assurance that the appropriate staff understand the requirements for the wellness policy. The SFA must also develop a Local Wellness Policy that has all of the required areas and submit this to the State Agency. If the SFA needs additional time to



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

develop the wellness policy and have it approved by the school board, the SFA must submit a detailed timeline that shows when each step will be completed. Once the policy is in place it must be submitted to the state agency for review. Submit the name and title of the SFA representative that will oversee this process and ensure compliance.

SFA Response

Signature of Reviewer: _____ Date: 11/1/18
 Signature of SFA Representative: _____ Date: _____

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

Name of Reviewer: Laura Henry, Staff Manager
Student Success & Wellness Bureau
120 S. Federal Place, Suite 207
Santa Fe, NM 87501
Phone: 505-827-1829
Email: Laura.Henry@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.