



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

Name of School Food Authority:	<b>Carlsbad Municipal Schools</b>
School Site(s) reviewed:	Carlsbad High School Carlsbad Intermediate School Ocotillo Elementary School

Date of On-Site Review:	<b>15,16, October, 2018</b>
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Date Corrective Action Plan Was provided to SFA:	<b>20, December, 2018</b>
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<b>Date your Corrective Action Plan Response is due to NMPED:</b>	<b>21, January, 2019</b>
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**COMMENDATIONS**

<b>PERFORMANCE STANDARD 1</b>
SFA is operating as Standard district wide. All applications were completed electronically and categorized correctly.
SFA had proper documentation of their Public Release
SA verified that the FNS-742 Report had been conducted in a timely manner

<b>PERFORMANCE STANDARD 2</b>
SFA is in compliance with required meal components and quantities as per NSLP regulations.
Production records continuously maintained as required
Two types of fluid milk offered at each meal service

<b>GENERAL AREAS</b>
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)**

- **SFA was operating an Alternate Point of Service (POS) without State Agency approval. While on-site request to operate alternate POS was sent to SA. SA was able to verify that the alternate POS being operated yielded full reimbursable meals by having trained staff at the end of serving line.**



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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

**Please provide a detailed response to each finding in the spaces provided**

<b>Finding #1</b>
Based on the targeted menu review, the menu for grade group K-5 did not meet the dietary specification for saturated fat for lunch and is over the allowable 10% Sat Fat.
<b>Technical Assistance Provided</b>
During the review, saturated fat levels were discussed with the SFA. All menus offered must meet the saturated fat requirements to be in compliance with the dietary specifications. On average over the school week, the menu must provide less than 10 percent of total calories from saturated fat. This applies to both breakfast and lunch. The SFA may also choose to serve a chip that is lower in Saturated Fat, there are many low fat choices on the market for example the Tostito scoops have 0g of fat (the Charro chips have 6g of Sat Fat per entrée). Serve Nachos on a week where you do not have other high Saturated Fat entrees such as cheesy items like pizza. Choose a lower Sat Fat cheese for the nachos (each serving of cheese had 10g of Sat Fat in addition to the 6g from the chips).
<b>Regulation / Citation Summary</b>
220.8(f)(2) Saturated fat. Effective July 1, 2012 (SY 2012-2013), school breakfasts offered to all age/grade groups must, on average over the school week, provide less than 10 percent of total calories from saturated fat.
<b>SFA Suggested Guidance for Compliance</b>
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



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compliance moving forward. Submit any additional information that is needed to demonstrate compliance such as production records, recipes, labels, or Child Nutrition labels.
<b>SFA Response</b>

<b>Finding #2</b>
Based on the targeted menu review, the menu for grade group 9 – 12 did not meet the dietary specification for saturated fat for lunch and is over the allowable 10% Sat Fat.
<b>Technical Assistance Provided</b>
During the review, saturated fat levels were discussed with the SFA. All menus offered must meet the saturated fat requirements to be in compliance with the dietary specifications. On average over the school week, the menu must provide less than 10 percent of total calories from saturated fat. This applies to both breakfast and lunch. The SFA may also choose to serve a chip that is lower in Saturated Fat, there are many low fat choices on the market for example the Tostito scoops have 0g of fat (the Charro chips have 6g of Sat Fat per entrée). Serve Nachos on a week where you do not have other high Saturated Fat entrees such as cheesy items like pizza. Choose a lower Sat Fat cheese for the nachos (each serving of cheese had 10g of Sat Fat in addition to the 6g from the chips.
<b>Regulation / Citation Summary</b>
210.10(f)(2) Saturated fat. School lunches offered to all age/grade groups must, on average over the school week, provide less than 10 percent of total calories from saturated fat.
<b>SFA Suggested Guidance for Compliance</b>
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



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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

### Finding #3

Based on the targeted menu review, the menu for grade group 6-8 did not meet the dietary specification for saturated fat for lunch and is over the allowable 10% Sat Fat.

### Technical Assistance Provided

During the review, saturated fat levels were discussed with the SFA. All menus offered must meet the saturated fat requirements to be in compliance with the dietary specifications. On average over the school week, the menu must provide less than 10 percent of total calories from saturated fat. This applies to both breakfast and lunch. The SFA may also choose to serve a chip that is lower in Saturated Fat, there are many low fat choices on the market for example the Tostito scoops have 0g of fat (the Charro chips have 6g of Sat Fat per entrée). Serve Nachos on a week where you do not have other high Saturated Fat entrees such as cheesy items like pizza. Choose a lower Sat Fat cheese for the nachos (each serving of cheese had 10g of Sat Fat in addition to the 6g from the chips).



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### Regulation / Citation Summary

210.10(f)(2) Saturated fat. School lunches offered to all age/grade groups must, on average over the school week, provide less than 10 percent of total calories from saturated fat.

### 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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<b>Finding #4</b>
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.
<b>Technical Assistance Provided</b>
The SFA will need to submit a plan to the State Agency on how it plans to spend down the excess cash.
<b>Regulation / Citation Summary</b>
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);
<b>SFA Suggested Guidance for Compliance</b>
SFA will work with Deputy Director and Fiscal Manager to create a plan to spend down excess cash.
<b>SFA Response</b>



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Signature of Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

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  
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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.