



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

Name of School Food Authority:	<b>DEAP Charter School</b>
School Site(s) reviewed:	DEAP Charter School
Date of On-Site Review:	<b>Date: 11/15/2018</b>

Date Corrective Action Plan Was provided to SFA:	<b>Date: 1/2/2019</b>
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**Date your Corrective Action Plan Response is due to NMPED:** **Due Date: 2/4/2019**

**COMMENDATIONS**

PERFORMANCE STANDARD 1
SFA had documentation in order from eligibility documentation, direct certification, Public release, edit checks, etc.

PERFORMANCE STANDARD 2
SFA has a small space but it is very well kept and maintained, all food is stored Properly and dated. Production records are clear and maintained daily.
At least two types of milk is offered to students.

GENERAL AREAS
SFA had two food safety inspections and they are publicly posted.
All students have school water bottles and have access to water.

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

- **Provided technical assistance and went over all off-site and on-site assessment form questions.**
- **Provided TA on-site regarding meal pattern requirements and ensuring each grade grouping has required serving portion sizes.**
- **Provided TA to improve offer vs. serve and what constitutes a reimbursable meal.**
- **Provided TA on reducing the amount of work done during meal counts.**



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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
  - 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
- The Code of Federal Regulations citation number or alternate resource citation

**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-12 did not meet the dietary specification for calories for breakfast.
<b>Technical Assistance Provided</b>
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 breakfast are: K-5: 350-500; 6-8: 400-550; 9-12: 450-600; K-12: 450-500.
<b>Regulation / Citation Summary</b>
220.8(f) Dietary specifications. (1) Calories. Effective July 1, 2013 (SY 2013-2014), school breakfasts offered to each age/grade group must meet, on average over the school week, the minimum and maximum calorie levels specified: K-5: 350-500; 6-8: 400-550; 9-12: 450-600, K-12: 450-500.
<b>SFA Suggested Guidance for Compliance</b>
<p>The SFA was short 20 calories to meet the minimum requirement for breakfast. Would suggest to offer 2 hard boiled eggs instead of 1, or add a slice of cheese to the English muffin to increase the calories within range.</p> <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, 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</p>
<b>SFA Response</b>



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Finding #2
Based on the targeted menu review, the menu for grade group 6-8 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
The SFA was short 20 calories for the week of review. Would recommend when offering this weekly cycle menu to offer a 2 <sup>nd</sup> bean tostada, which would also increase the grain contributions to be at the required minimum weekly requirements for grain as well. 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
SFA Response

Finding #3
For the week of menu review, the 6-8 lunch menu did not meet the minimum weekly requirement of 6.5-ounce equivalent grain for a (4-day) meal pattern. The SFA was short .75 oz to meet the minimum requirements.
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. <a href="http://healthymeals.nal.usda.gov/">http://healthymeals.nal.usda.gov/</a>
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: 6-8: minimum of 8 oz. equivalent of grains per week.



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### SFA Suggested Guidance for Compliance

For the specific week of review, to come into compliance, it is suggested that the SFA provide two bean tostadas to not only increase the calories but also the whole grain. The SFA can choose to increase other whole grain for the week but must ensure that every week within the cycle menu is meeting the minimum weekly requirements for the grains.

Please submit a plan to the State Agency 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 #4

For the week of menu review, the 9-10 lunch menu did not meet the minimum daily requirement of 2 ounce equivalent meat/meat alternate. A meat/meat alternate was provided, however the minimum required portion size was not met.

### 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 contain the required components in the minimum portion size required for the specific grade group. The SFA should review all menus to ensure that at least the minimum portion size 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 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/>

### 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: 2 oz. equivalent daily grain.

### SFA Suggested Guidance for Compliance

For the review week and to adjust the menu to meet the meat/meat alternate requirements, it is recommended the SFA offer 2oz of chicken breast with the teriyaki chicken and brown rice dish. 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 portion sizes planned meet at least the minimum required amount for the specific grade group, a process for sites to reference when they do not have



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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 #5

For the week of menu review, the 9-10 lunch menu did not meet the minimum daily requirement of 2 ounce equivalent grain. A grain was provided, however the minimum required portion size was not met. The SFA was short by 3.75oz of grain to meet the requirements.

### 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 contain the required components in the minimum portion size required for the specific grade group. The SFA should review all menus to ensure that at least the minimum portion size 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 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/>

### 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: 2 oz. equivalent daily grain.

### SFA Suggested Guidance for Compliance

It is recommended that the SFA provide 2 whole grains per day to meet the minimum requirements. For the menu on the week of review, if two bean tostadas are offered, 2 oz of cooked rice and one more oz of noodles, should put the SFA in compliance with the grain requirements and also the calorie requirements.

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 portion sizes planned meet at least the minimum required amount 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



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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

Based on the targeted menu review, the menu for grade group 9-12 did not meet the dietary specification for calories for lunch. The SFA is short a minimum of 142 calories for the week of review for this grade grouping.

### 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 the calories for the high school during this week of review. The SFA is recommended to double the Chili Mac portion, offer two bean tostadas and double the chicken with brown rice. This would put the SFA in calorie range for the week.

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.

### SFA Response



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Signature of  
Reviewer:

*Laura Henry*

Date: 1/2/2019

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**  
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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.