



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

Name of School Food Authority:	Gilbert Sena Charter High School
School Site(s) reviewed:	Gilbert Sena Charter High School
Date of On-Site Review:	Date: October 9, 2018

Date Corrective Action Plan Was provided to SFA:	Date: November 13, 2018
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Date your Corrective Action Plan Response is due to NMPED:	Due Date: December 13, 2018
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COMMENDATIONS

PERFORMANCE STANDARD 1
SFA properly announced their participation with the national school lunch program.
SFA showed proper procedures when establishing CEP provision.

PERFORMANCE STANDARD 2
SFA had production records for breakfast and lunch filled out correctly.
SFA had proper signage in food service area regarding offer verse serve.

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



New Mexico Public Education Department

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

Finding #1
Based on the targeted menu review, the menu for grade group 9-12 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 comply 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
<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 the average weekly calories will fall within the USDA established range for the specific grade group. 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 are 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.</p>
SFA Response



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

Finding #2
Based on the targeted menu review, the menu for grade group 9-12 did not meet the dietary specification for calories for breakfast.
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 comply with dietary specifications. The calorie requirements for breakfast are K-5: 350-500; 6-8: 400-550; 9-12: 450-600; K-12: 450-400.
Regulation / Citation Summary
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
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 the average weekly calories will fall within the USDA established range for the specific grade group. 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 are 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



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Finding #3

For the week of menu review, the 9-12 breakfast menu did not meet the minimum daily requirement of 1 cup fruit two day out of the week. Fruit 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 was 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

**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 C of fruit daily.**

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 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 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



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

Finding #4
For the week of menu review, the 9-12 lunch menu did not meet the minimum daily requirement of 1 cup fruit. Fruit 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: 1 cup of fruit.
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 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 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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Other areas of Technical Assistance (NOT requiring Corrective Action)

- TA was given that 1 cup of fruit needs to be offered for a tray to be reimbursable.

Signature of
Reviewer:

Angelica Ruelas

Date: 2/16/18

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
Student Success & Wellness Bureau
120 S. Federal Place, Suite 207
Santa Fe, NM 87501
Phone: 505-827-1818
Email: Angelica.Ruelas@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.