



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

Name of School Food Authority:	J Paul Taylor Academy
School Site(s) reviewed:	J Paul Taylor Academy
Date of On-Site Review:	Date: October 25, 2018

Date Corrective Action Plan Was provided to SFA:	Date: November 27, 2018
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Date your Corrective Action Plan Response is due to NMPED: **Due Date: December 27, 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.

PERFORMANCE STANDARD 2
Production records maintained on a daily basis.
Meal accommodations are made for students with allergies.

GENERAL AREAS
Civil Rights posters posted in visible area. HACCP plan maintained along with food safety inspection reports.
All records neatly organized and maintained for more than 3 years.

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

- Short USDA Non-discrimination statement not on menu. Change made while on-site.
- Food Safety Inspection needed to be posted in a visible 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



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

Finding #1
Some applications were distributed and collected as early as April from the previous school year. Applications need to be distributed on or after July 1 of the current school year.
Technical Assistance Provided
USDA sends out new Income eligibility guidelines on or before July 1 of each year and therefore SFAs must wait to distribute household applications until the new income guidelines are out and in the current school year.
Regulation / Citation Summary
<p>§245.2 (c) <i>Determination of eligibility—(1) Duration of eligibility.</i> Except as otherwise specified in paragraph (c)(3) of this section, eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to 30 operating days into the subsequent school year. The local educational agency must determine household eligibility for free or reduced price meals either through direct certification or the application process at or about the beginning of the school year.</p> <p>(2) <i>Use of Prior year's eligibility status...</i> However, applications and documentation of direct certification from the preceding year shall be used only to determine eligibility for the first 30 operating days following the first operating day at the beginning of the school year, or until a new eligibility determination is made in the current school year, whichever comes first.</p>
SFA Suggested Guidance for Compliance
To come into compliance with requirements for the start date of eligibility, the SFA must put a plan in place to ensure future compliance. Please submit the plan to the State Agency. The plan should include a statement that the staff administering the free and reduced lunch program understand these requirements, a process that will be implemented to ensure that benefits are correctly applied to all students at the beginning of the school year and no earlier than July 1, and the name and title of the SFA representative that will oversee the implementation of the process and ensure compliance.
SFA Response

Finding #2
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
210.31 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



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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.

SFA Response

Finding #3

The SFA is not tracking training hours; including hours for part-time staff.

Technical Assistance Provided

During the on-site review, training requirements were discussed with the SFA. To be in compliance, the SFA must track the hours of training completed by all School Nutrition staff, including part-time staff. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs. Links to the ICN and USDA websites for training and tracking hours were shared with FSD while on-site.

Regulation / Citation Summary

210.30(g) School food authority oversight. Each school year, the school food authority director must document compliance with the requirements of this section for all staff with responsibility for school nutrition programs, including directors, managers, and staff.

Documentation must be adequate to establish, to the State's satisfaction during administrative reviews, that employees are meeting the minimum professional standards.

SFA Suggested Guidance for Compliance

To come into compliance with the requirements for Professional Standards, 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, indicating how the SFA will ensure that training is now being tracked. A completed tracker must be submitted to the State Agency that includes all employees.

SFA Response



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Signature of
Reviewer:

Laura Henry

Date: 11/27/18

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
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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.