



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

Name of School Food Authority: **SFA**

School Site(s) reviewed:	Sites Reviewed
	Khapo Community School

Date of On-Site Review: **October 16, 2018**

Date Corrective Action Plan Was provided to SFA: **November 28, 2018**

**Date your Corrective Action Plan Response is due to NMPED: January 4, 2018**

**COMMENDATIONS**

**PERFORMANCE STANDARD 1**

SA verified that the FNS-742 Report had been conducted in a timely manner  
SFA is classified as Community Eligibility Provision (CEP) and showed all documentation regarding the established percentages with regard to their Identified Student Percentage or (ISP)

**PERFORMANCE STANDARD 2**

Production records continuously maintained as required  
SFA is in compliance with required meal components and quantities as per NSLP regulations.

**GENERAL AREAS**

SFA had proper signage up in food service areas to include proper nondiscrimination statement.  
Potable water available and free

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

- **Menu posted in proper area by serving line, corrected on-site**

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
- Suggested guidance for the SFA in order to achieve compliance



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- The finding, and details specific to the SFA regarding the finding
- 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>
Records were not retained for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits.
<b>Technical Assistance Provided</b>
Records must be retained for three (3) years after the final Claim for Reimbursement for the fiscal year or until the resolution of any audits. It was determined that the SFA was not retaining records for 3 years after the final Claim for Reimbursement. The requirement for the SFA to retain records for the required time period was discussed with the SFA.
<b>Regulation / Citation Summary</b>
210.23 (c) Retention of records. State agencies and school food authorities may retain necessary records in their original form or on microfilm. State agency records shall be retained for a period of 3 years after the date of submission of the final Financial Status Report for the fiscal year. School food authority records shall be retained for a period of 3 years after submission of the final Claim for Reimbursement for the fiscal year. In either case, if audit findings have not been resolved, the records shall be retained beyond the 3-year period as long as required for the resolution of the issues raised by the audit.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with reporting and recordkeeping requirements, the SFA must provide written 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. The plan must include: an indication that records will now be maintained for required time period, the process that has been put into place to ensure that all required records will be maintained for 3 years after the final claim for reimbursement or until the resolution of an audit, and state the person(s) name(s)/title(s) who will oversee that all records are properly retained.
<b>SFA Response</b>

<b>Finding # 2</b>
Storage violations were observed on-site. The SFA had food that was not stored 6 inches off the floor.



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### Technical Assistance Provided

During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is stored at least 6 inches off the floor.

### Regulation / Citation Summary

210.13(a) Health standards. The school food authority shall ensure that food storage, preparation and service is in accordance with the sanitation and health standards established under State and local law and regulations.

210.13(d) (d) Storage. The school food authority shall ensure that the necessary facilities for storage, preparation and service of food are maintained. Facilities for the handling, storage, and distribution of purchased and donated foods shall be such as to properly safeguard against theft, spoilage and other loss.

### SFA Suggested Guidance for Compliance

To come into compliance with this finding the SFA must submit an assurance that the SFA is aware of the requirements for food storage and holding within the food safety guidelines. The assurance must include: a statement that all food and chemicals will be kept separately; a statement that all food items will be dated with the delivery date as well as the date the product was opened; a statement that all food will be stored at least 6 inches off of the floor; and a statement that all storage areas including coolers, freezers and storage rooms will be kept within the allowable temperature ranges. The assurance should also include a statement that temperature logs will be maintained for all storage areas. Submit copies of completed temperature logs with the corrective action response.

### SFA Response

### Finding #3

Storage violations were observed on-site. The SFA had food that was not dated upon delivery.

### Technical Assistance Provided

During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is dated upon delivery.

### Regulation / Citation Summary

210.13(a) Health standards. The school food authority shall ensure that food storage, preparation and service is in accordance with the sanitation and health standards established under State and local law and regulations.

210.13(d) (d) Storage. The school food authority shall ensure that the necessary facilities for storage, preparation and service of food are maintained. Facilities for the handling, storage, and distribution of purchased and donated foods shall be such as to properly safeguard against theft, spoilage and other loss.

### SFA Suggested Guidance for Compliance

To come into compliance with this finding the SFA must submit an assurance that the SFA is aware of the requirements for food storage and holding within the food safety guidelines. The assurance must include: a statement that all food and



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chemicals will be kept separately; a statement that all food items will be dated with the delivery date as well as the date the product was opened; a statement that all food will be stored at least 6 inches off of the floor; and a statement that all storage areas including coolers, freezers and storage rooms will be kept within the allowable temperature ranges. The assurance should also include a statement that temperature logs will be maintained for all storage areas. Submit copies of completed temperature logs with the corrective action response.

SFA Response

Signature of Reviewer:

Terence Mirabal

Date: 11/28/18

Signature of Nutritionist

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of SFA Representative:

\_\_\_\_\_

Date: \_\_\_\_\_

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

**Name of Reviewer: Terence Mirabal  
Student Success & Wellness Bureau  
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Santa Fe, NM 87501  
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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.



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