



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

Name of School Food Authority:	<b>Roswell Independent Schools</b>
School Site(s) reviewed:	Goddard High School Mesa Middle School Mountain View Middle School Del Norte Elementary School

Date of On-Site Review:	<b>17, October, 2018</b>
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Date Corrective Action Plan Was provided to SFA:	<b>09, January, 2019</b>
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<b>Date your Corrective Action Plan Response is due to NMPED:</b>	<b>09, February, 2019</b>
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**COMMENDATIONS**

PERFORMANCE STANDARD 1
SFA is operating as Standard and CEP throughout the district. All applications were completed electronically and categorized correctly and CEP percentages are accurate.
SFA had proper documentation of their Public Release
SA verified that the FNS-742 Report had been conducted in a timely manner

PERFORMANCE STANDARD 2
SFA accommodated students with Special Dietary Needs
Production records continuously maintained as required
Types of fluid milk offered at each meal service

GENERAL AREAS
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)**

- **Technical Assistance was given to the SFA to ensure temperature logs are being maintained on a daily basis and kept on file.**
- **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
- Suggested guidance for the SFA in order to achieve compliance
- 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>
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 of \$1,128,774.34
<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  
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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.