



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Name of School Food Authority: Saint Therese Catholic School
School Site(s) reviewed: Saint Therese Catholic School

Date of On-Site Review: 27, November, 2018

Date Corrective Action Plan Was provided to SFA: 15, January, 2019

Date your Corrective Action Plan Response is due to NMPED: 15, February, 2019

COMMENDATIONS

Table with 1 column and 4 rows: PERFORMANCE STANDARD 1, SFA claims are maintained and submitted according to FNS requirements, SFA had proper documentation of their Public Release, SA verified that the FNS-742 Report had been conducted in a timely manner

Table with 1 column and 4 rows: PERFORMANCE STANDARD 2, SFA accommodated students with Special Dietary Needs, Production records continuously maintained as required, Proper signage posted as what constitutes as a reimbursable meal

Table with 1 column and 4 rows: GENERAL AREAS, Wellness Policy meets and passes federal guidelines, SFA in compliance with Civil Rights and Professional Standards training, Potable water available and free

Other areas of Technical Assistance (NOT requiring Corrective Action)

- SFA was given Technical Assistance (TA) with their edit check process and applying the correct attendance factor percentage.
TA was given with providing the up to date Civil Rights poster in the meal service area and throughout the school.

The following pages address the findings that were identified during your Administrative Review. For each finding you will be presented with the following:



# New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

- 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

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

<b>Finding #1</b>
The SFA is not implementing their food safety plan. SFA is not calibrating their digital thermometer.
<b>Technical Assistance Provided</b>
During the review, the food safety plan was discussed with the SFA. The SFA must have a food safety plan that complies with the requirements as outlined in 7 CFR 210.13(c), and the SFA must ensure that all elements of the plan are implemented. The SFA should be following the procedures as outlined in the plan and maintaining all required records.
<b>Regulation / Citation Summary</b>
210.13(c) Food safety program. The school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. The food safety program must meet the requirements in paragraph (c)(1) or paragraph (c)(2) of this section, and the requirements in §210.15(b)(5). (1) A school food authority with a food safety program based on traditional hazard analysis and critical control point (HACCP) principles must: (i) Perform a hazard analysis; (ii) Decide on critical control points; (iii) Determine the critical limits; (iv) Establish procedures to monitor critical control points; (v) Establish corrective actions; (vi) Establish verification procedures; and (vii) Establish a recordkeeping system. (2) A school food authority with a food safety program based on the process approach to HACCP must ensure that its program includes: (i) Standard operating procedures to provide a food safety foundation; (ii) Menu items grouped according to process categories; (iii) Critical control points and critical limits; (iv) Monitoring procedures; (v) Corrective action procedures; (vi) Recordkeeping procedures; and (vii) Periodic program review and revision.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with the requirements for food safety, the SFA must provide the State Agency with an assurance that the appropriate staff understand the requirements for implementing the food safety plan. The assurance should include; a statement that the food safety plan will be implemented at each site, a statement that proper documentation practices will be established at each site, and that training will be completed for all appropriate SFA staff. Provide the agenda and sign-in sheets from the trainings.



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

**SFA Response**

--

**Finding #2**

The school did not meet the minimum weekly vegetable requirement for the week of review.

**Technical Assistance Provided**

The school must modify the lunch menu to include at least 3/4 cup of vegetables daily. The school must provide the State Agency with a copy of the updated menu and vegetable recipes to certify compliance prior to the beginning of SY 2020; the SFA's menus will remain out of compliance until reviewed and approved by PED staff.

**Regulation / Citation Summary**

210.10(c)(2)(iii) Vegetables component. Schools must offer vegetables daily as part of the lunch menu. Fresh, frozen, or canned vegetables and dry beans and peas (legumes) may be offered to meet this requirement.

**SFA Suggested Guidance for Compliance**

Review all planned menus to ensure that they meet the minimum weekly vegetable sub-group requirements. Remove all vegetable sub-group crediting for condiments (i.e. Ketchup).

**SFA Response**

--



## New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

<b>Finding #3</b>
The school did not meet the minimum daily and weekly vegetable sub-group requirement for the week of review.
<b>Technical Assistance Provided</b>
The school must modify the lunch menu to include at least ½ cup of dark green vegetables. The school must provide the State Agency with a copy of the updated menu and vegetable recipes to certify compliance prior to the beginning of SY 2020; the SFA's menus will remain out of compliance until reviewed and approved by PED staff.
<b>Regulation / Citation Summary</b>
210.10(c) Meal pattern for school lunches. Schools must offer the food components and quantities required in the lunch meal pattern established: K-8: 3/4 cup of vegetable.
<b>SFA Suggested Guidance for Compliance</b>
Review all planned menus to ensure that they meet the minimum weekly vegetable sub-group requirement. Remove all vegetable sub-group crediting for condiments (i.e. Ketchup).
<b>SFA Response</b>



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

<b>Finding #4</b>
The total weekly lunch calories exceeded the target range of 600-650 calories.
<b>Technical Assistance Provided</b>
The school should review the lunch menu items offered and limit higher calorie lunch items offered throughout the week. Provide the State Agency with a plan for review of higher calorie menu items.
<b>Regulation / Citation Summary</b>
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.
<b>SFA Suggested Guidance for Compliance</b>
Limit the serving size of condiments (i.e. Ranch Dressing) to 1 TBSP per student.
<b>SFA Response</b>



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

<b>Finding #5</b>
Based on the targeted menu review, the menu for grade group K-5 did not meet the dietary specification for saturated fat for lunch and is over the allowable 10% Sat Fat.
<b>Technical Assistance Provided</b>
During the review, saturated fat levels were discussed with the SFA. All menus offered must meet the saturated fat requirements to be in compliance with the dietary specifications. On average over the school week, the menu must provide less than 10 percent of total calories from saturated fat. This applies to both breakfast and lunch.
<b>Regulation / Citation Summary</b>
210.10(f)(2) Saturated fat. School lunches offered to all age/grade groups must, on average over the school week, provide less than 10 percent of total calories from saturated fat.
<b>SFA Suggested Guidance for Compliance</b>
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, that the weekly menu will not exceed the USDA established sodium restriction for the specific grade group, that the weekly menu will provide no more than 10% Saturated Fat, and that all products and ingredients used to prepare school meals will contain zero grams of trans fats. 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. Submit any additional information that is needed to demonstrate compliance such as production records, recipes, labels, or Child Nutrition labels.
<b>SFA Response</b>



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Signature of  
Reviewer:

Date: 11/15/19

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  
Student Success & Wellness Bureau  
120 S. Federal Place, Suite 207  
Santa Fe, NM 87501  
Phone: 505-827-1465  
Email: Jerome.Armijo@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.