



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

Name of School Food Authority:

School Site(s) reviewed:	Sandoval Academy for Bilingual Education
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Date of On-Site Review:	<b>Date: November 13, 2018</b>
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Date Corrective Action Plan Was provided to SFA:	<b>Date: December 13, 2018</b>
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<b>Date your Corrective Action Plan Response is due to NMPED:</b>	<b>Due Date: January 18, 2019</b>
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**COMMENDATIONS**

PERFORMANCE STANDARD 1
Organization and thoroughness of eligibility documentation and related data;

PERFORMANCE STANDARD 2
Availability of 2 types of fluid milk and special dietary alternatives;

GENERAL AREAS
Use of Civil Rights statement on program material; Tracking of professional standards; Organization of reporting and recordkeeping;

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

- Pre-plated meals are those that offer all food components or food items in the quantities required for each grade group in an entirely or partially pre-served manner. This system is often used by schools that have logistical limitations, such as facility or space restrictions or situations where children are unable to select the foods offered. Pre-plated meals must include at least the daily minimum quantities required under the applicable meal pattern. It is suggested that a school can offer a pre-plated entrée and give students choices for F/V/G/M/ food items separately to allow students to have some variety and/or offer a basket with a variety of fruits or a separate cooler would be possible ways to implement OVS.
- Students and their parents/guardians need to be aware of what is included in school meals, so they reinforce nutrition education messages at home; and



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students, so they know how to select a reimbursable meal. Schools are expected to conduct training for cashiers and serving line staff so they can help students select the required food components/ food items in the quantities needed for reimbursable lunches and breakfasts. If choices within food components or food items are offered, the menu planner must indicate to the students what choices or combination of choices the student may select to have a reimbursable meal. Annual training is recommended for cashiers and serving line staff so they can help students select the required food components/food items in the quantities needed for reimbursable lunches and breakfasts.

- During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is dated upon delivery.
- SFA moved POS to end of line following TA from SA.

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

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

<b>Finding #1</b>
<b>Offer versus Serve reimbursable meal signage is not posted, including the requirement for students to select at least 1/2 cup fruit or vegetable.</b>
<b>Technical Assistance Provided</b>
Requirements under Offer vs. Serve include identifying, near or at the beginning of the serving line(s), the food items that constitute a reimbursable meal, including the requirement that students must take at least 1/2 cup of the fruit or vegetable component. It was



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determined during the review that the SFA did not have meal signage posted that identifies the food items that constitute a reimbursable meal. The SFA acknowledged the finding and will implement needed changes immediately.
<b>Regulation / Citation Summary</b>
210.10 (a)(2) Schools must identify, near or at the beginning of the serving line(s), the food items that constitute the unit-priced reimbursable school meal(s).
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with the requirements of Offer vs. Serve, the SFA must state that reimbursable meal signage is now posted for the students and provide the location where it was posted.
<b>SFA Response</b>

<b>Finding #2</b>
<b>Not all selected applications were approved correctly. The SFA did not calculate the income and household size correctly.</b>
<b>Technical Assistance Provided</b>
During the review, determining applications was discussed with the SFA. When determining eligibility, the SFA must ensure that the household has listed the amounts, source, and frequency of current income for each household member; otherwise, the application is incomplete. For more information, see the Eligibility Manual for School Meals, Chapter 3. When determining the total household income the SFA must use all income provided on the application.
<b>Regulation / Citation Summary</b>
245.6(c)(4) Calculating income. The local educational agency must use the income information provided by the household on the application to calculate the household's total current income. When a household submits an application containing complete documentation, as defined in §245.2, and the household's total current income is at or below the eligibility limits specified in the Income Eligibility Guidelines as defined in §245.2, the children in that household must be approved for free or reduced price benefits, as applicable.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with the requirements for denying benefits, the SFA must provide a statement to the State Agency that includes; a statement that all applications will be reviewed and correctly approved based on the income provided, a statement that applications that do not provide an indication of no income will not be considered incomplete and will be processed based on the information provided. Applications found to be incorrectly determined during the review must be corrected, and the corrected application and date of the correction must be submitted to the State Agency.
<b>SFA Response</b>



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<b>Finding #3</b>
The total weekly lunch calories exceeded the target range of 550-650 for grades k-5.
<b>Technical Assistance Provided</b>
Offer fat free salad dressings. Only offer one high calorie entrée menu item per week.
<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>
The school should review the lunch menu items offered and limited higher calorie lunch items offered. Provide the State Agency with a plan for review of higher calorie menu items.
<b>SFA Response</b>

<b>Finding #4</b>
The SFAs Local School Wellness Policy has not been reviewed or updated.
<b>Technical Assistance Provided</b>
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.
<b>Regulation / Citation Summary</b>
"210.30 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 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."
<b>SFA Suggested Guidance for Compliance</b>
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





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