



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

Name of School Food Authority: **St. Charles Borromeo Catholic School**

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School Site(s) reviewed: **St. Charles Borromeo Catholic School**

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Date of On-Site Review: **Date: 11/14/2018**

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Date Corrective Action Plan Was provided to SFA: **Date: 12/28/18**

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**Date your Corrective Action Plan Response is due to NMPED: Due Date: 2/7/2019**

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**COMMENDATIONS**

PERFORMANCE STANDARD 1
All applications are verified correctly.
FNS-742 completed correctly and submitted timely.

PERFORMANCE STANDARD 2
There were at least two milk types available during meal service.
Production records are maintained on a daily basis.
Proper signage for reimbursable meals posted.

GENERAL AREAS
Civil Rights training completed in timely manner.
School has a state approved Wellness Policy.
Water is available to students in the lunch room.

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

- **Milk should be on ice or in a cooler while being served. Milk was sitting on the counter and there is a are several lunch periods. This was corrected on-site.**
- **Exact lunch orders are taken and there was a student who forgot to order food and was very upset at the lunch line. Food was portioned out exactly and some students did not receive the breadstick when other received two.**
- **Benefit Issuance (BI) list needs to be updated anytime there is a change in benefits. While looking at the applications and comparing it to the BI list, although the correct eligibility was given it did not match the Direct Certification List.**



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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>
<p>The SFA and SA claims do not match. The SFA has a non-systematic claiming error. Edit checks did not match the meal counts. On the Edit Check the SFA had a column for a la carte items sold and those items were being counted towards the claim for reimbursement.</p>
<b>Technical Assistance Provided</b>
<p>During the review, claiming was discussed with the SFA. The SFA and State Agency claims do not match. The October claim was adjusted and future claims were discussed. Edit Check/meal count sheets need to be updated to ensure that items are clearly labeled and extras or a la carte items are not counted for reimbursement. The SFA has a non-systemic claiming error. To be in compliance, the SFA must ensure that claims are being filed accurately. The SFA must correctly consolidate the claim based on the edit checks from each site. The SFA acknowledged the finding and will implement needed changes immediately.</p>
<b>Regulation / Citation Summary</b>
<p>210.7(c)(1) Lunch count system. To ensure that the Claim for Reimbursement accurately reflects the number of lunches and meal supplements served to eligible children, the school food authority shall, at a minimum:(iii) Base Claims for Reimbursement on lunch counts, taken daily at the point of service, which correctly identify the number of free, reduced price and paid lunches served to eligible children; (iv) Correctly record, consolidate and report those lunch and supplement counts on the Claim for Reimbursement.</p>
<b>SFA Suggested Guidance for Compliance</b>
<p>To come into compliance with the requirements for counting and claiming, the SFA must provide the State Agency with a copy of the updated Edit Check form along 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. The plan must include: an indication that the SFA will advise the State Agency that the discrepancy has been corrected and description of the new process that has been implemented.</p>
<b>SFA Response</b>



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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

Finding #3
The school did not meet the minimum daily and weekly vegetable sub-group requirement for the week of review.
Technical Assistance Provided
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.
Regulation / Citation Summary
210.10(c) Meal pattern for school lunches. Schools must offer the food components and quantities required in the lunch meal pattern established: K-5: 3/4 cup of vegetable.
SFA Suggested Guidance for Compliance
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).
SFA Response



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<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>

Signature of  
Reviewer:

*Laura Henry* \_\_\_\_\_

Date: 12/28/18

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**  
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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.