



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

Name of School Food Authority:	<b>Taos Integrated School for the Arts</b>
School Site(s) reviewed:	Sites Reviewed Taos Integrated School for the Arts
Date of On-Site Review:	<b>Date: December 3, 2018</b>
Date Corrective Action Plan Was provided to SFA:	<b>Date: January 17, 2018</b>
<b>Date your Corrective Action Plan Response is due to NMPED:</b>	<b>Due Date: February 18, 2019</b>

**COMMENDATIONS**

PERFORMANCE STANDARD 1
SFA Correctly Consolidated the meal counts for their monthly claims.
SFA properly announced their participation with the national school lunch program.
PERFORMANCE STANDARD 2
SFA had production records for breakfast and lunch filled out correctly.
SFA had proper signage in food service area regarding offer verse serve.
GENERAL AREAS
SFA had health inspection and food permits on site and up to date.
SFA had proper nondiscrimination statement posted at the serving area.

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**



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### Finding #1

Based on the targeted menu review, the menu for grade group K-8 did not meet the dietary specification for calories for lunch. Calories were under the required calorie range of 550-650.

### Technical Assistance Provided

During the review, appropriate calorie ranges were discussed with the SFA. Meeting the calorie ranges is required to ensure that all menus are in compliance with dietary specifications. The calorie requirements for lunch are: K-5: 550-650, 6-8: 600-700, 9-12: 750-850.

### Regulation / Citation Summary

**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.

### SFA Suggested Guidance for Compliance

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.

### SFA Response



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### Finding #2

The SFA's point of service system allows for overt identification of free and reduced students.

### Technical Assistance Provided

During the review, overt identification was discussed with the SFA. The current process as observed does not prevent overt identification. To be in compliance, the SFA must ensure that the point of service system does not allow for overt identification of free and reduced students. The SFA acknowledged the finding and will implement needed changes immediately.

### Regulation / Citation Summary

**210.18(h)(1) Free and reduced price process. In the course of the review of each school food authority, the State agency shall: (vii) Determine that, for each reviewed school, the lunch count system does not overtly identify children eligible for free and reduced price lunches. SP 45-2012: SFAs must assure that a child's eligibility status is not disclosed at any point in the process of providing free or reduced price meals, including notification of the availability of free or reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. Of particular concern is prevention of overt identification in the food service area, especially at the point of service. Any meal cards, tickets, tokens or other methods to obtain reimbursable meals cannot be coded or colored in a manner that would overtly identify free and reduced price eligible children. In addition, SFAs must take steps to assure that rosters, computer-screens or other equipment used at the point of service cannot be viewed by anyone not needing the information, especially students. Further, the information on the rosters or screens should be masked or coded to avoid other students discerning any student's eligibility status.**

### SFA Suggested Guidance for Compliance

To come into compliance with the requirements for counting and claiming, 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 the POS is no longer allowing for overt identification, a description of the new process that has been implemented, a description of the training that was provided to staff to inform them of the new process, the date the training was completed and the name and title of the SFA representative that will ensure compliance moving forward. Additionally, SFA staff will need to complete the Meal Counting and Claiming training found in the School Nutrition Toolbox at <http://www.schoolnutritiontoolbox.org/snt-v3/index.php>.

### SFA Response

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