



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

Name of School Food Authority:	<b>CYFD – Juvenile Justice</b>
School Site(s) reviewed:	Camino Nuevo
Date of On-Site Review:	<b>Date: February 11, 2019</b>

Date Corrective Action Plan Was provided to SFA:	<b>Date: March 15, 2019</b>
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<b>Date your Corrective Action Plan Response is due to NMPED:</b>	<b>Due Date: April 15, 2019</b>
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**COMMENDATIONS**

PERFORMANCE STANDARD 1
SFA properly filled out the 742 report and was submitted to SA on time.
SFA correctly consolidated claims.

PERFORMANCE STANDARD 2
SFA had proper meal components and quantities for both breakfast and lunch service as required by NSLP standards.

GENERAL AREAS
SFA posted the most recent food safety inspection report and had no violations.
SFA had all training tracked correctly for the professional standard requirements.

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

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>■ A summary of the regulation / requirement</li> <li>■ The finding, and details specific to the SFA regarding the finding</li> <li>■ The Code of Federal Regulations citation number or alternate resource citation</li> </ul> | <ul style="list-style-type: none"> <li>■ Suggested guidance for the SFA in order to achieve compliance</li> <li>■ SFA area for reply to state how, when and by whom corrections will be made</li> </ul> |
|---|---|



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

<b>Finding #1</b>
<b>The SFA must use the current civil rights statement on all Program materials. The SFA is not using the civil rights statement on all Program materials.</b>
<b>Technical Assistance Provided</b>
<p>During the review the requirement for the most current civil rights statement to appear on all Program material was discussed with the SFA. The SFA must use the most current statement on all Program material. Per USDA requirements the new Non-discrimination statement must be on all program materials no later than September 30, 2016. The SFA was provided with the USDA link to the new non-discrimination statement.</p> <p style="text-align: center;"><a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</a>.</p>
<b>Regulation / Citation Summary</b>
<p><b>FNS Instruction 113-1 IX A 3 Nondiscrimination Statement. All information materials and sources, including Web sites, used by FNS, State agencies, local agencies, or other subrecipients to inform the public about FNS programs must contain a nondiscrimination statement. It is not required that the nondiscrimination statement be included on every page of the program information Web site. At the minimum, the nondiscrimination statement, or a link to it, must be included on the homepage of the program information.</b></p>
<b>SFA Suggested Guidance for Compliance</b>
<p><b>To come into compliance with civil rights requirements, the SFA must submit an assurance to the State Agency that the current non-discrimination statement has been added to all program materials. In addition, the SFA must submit a sample of program materials, such as a menu or letter to households with the statement added to the State Agency.</b></p>
<b>SFA Response</b>



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

- Had the SFA move their food safety inspection report to a visible area.
- Gave TA to make sure all components are recorded on the production records.
- Emailed the public release statement sample.

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: Angelica Ruelas, 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.