



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

Name of School Food Authority:	<b>Dulce Independent Schools</b>
School Site(s) reviewed:	Sites Reviewed Dulce High School
Date of On-Site Review:	<b>4/17/19</b>
Date Corrective Action Plan Was provided to SFA:	<b>5/16/19</b>
<b>Date your Corrective Action Plan Response is due to NMPED:</b>	<b>6/13/19</b>

**COMMENDATIONS**

PERFORMANCE STANDARD 1
SA verified that the FNS-742 Report had been conducted in a timely manner
SFA is classified as Community Eligibility Provision (CEP) and showed all documentation regarding the established percentages with regard to their Identified Student Percentage or (ISP)

PERFORMANCE STANDARD 2
Production records continuously maintained as required
Two types of fluid milk offered at each meal service
SFA is in compliance with required meal components and quantities as per NSLP regulations.

GENERAL AREAS
SFA had proper signage up in food service areas to include proper nondiscrimination statement.
SFA in compliance with Civil Rights
Potable water available and free

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

- **Label all containers that have been removed from original container, corrected on-site**

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 does not conduct a daily edit check for each meal service.
<b>Technical Assistance Provided</b>
During the review, edit checks were discussed with the SFA. The SFA does not conduct a daily edit check for each meal service. To be in compliance, the SFA must ensure that edit checks are completed daily. How to complete edit checks to ensure meal counts do not exceed attendance adjusted eligible and/or total enrollment was reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.
<b>Regulation / Citation Summary</b>
210.8(a)(3) Edit checks. (i) The following procedure shall be followed for school food authorities identified in paragraph (a)(2)(ii) of this section, by other school food authorities at State agency option, or, at their own option, by school food authorities identified in paragraph (a)(2)(i) of this section: the school food authority shall compare each school's daily counts of free, reduced price and paid lunches against the product of the number of children in that school currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with the requirements for counting and claiming, the SFA must provide the State Agency 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 is now conducting a daily edit check for each meal service, 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 <a href="http://www.schoolnutritiontoolbox.org/snt-v3/index.php">http://www.schoolnutritiontoolbox.org/snt-v3/index.php</a> and submit one week of completed edit checks.
<b>SFA Response</b>



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

<b>Finding #2</b>
In the Resource Management review, the SFA has over 3 months of expenditures in the School Food Service account.
<b>Technical Assistance Provided</b>
The SFA will need to submit a plan to the State Agency on how it plans to spend down the excess cash of \$40,226.28
<b>Regulation / Citation Summary</b>
Per federal regulation §210.9 Agreement with State agency, part (2) Limit its net cash resources to an amount that does not exceed 3 months' average expenditures for its nonprofit school food service or such other amount as may be approved in accordance with §210.19(a);
<b>SFA Suggested Guidance for Compliance</b>
SFA will work with Deputy Director and Fiscal Manager to create a plan to spend down excess cash. (see attached Business Plan)
<b>SFA Response</b>

Signature of Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Nutritionist \_\_\_\_\_ Date: \_\_\_\_\_

Signature of SFA Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**If you have any questions, feel free to contact me at your convenience. Thank you.**

**Name of Reviewer: Terence Mirabal  
Student Success & Wellness Bureau  
120 S. Federal Place, Suite 207  
Santa Fe, NM 87501  
Phone: 505-827-3574**



**New Mexico Public Education Department**

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

**Email: [terence.mirabal@state.nm.us](mailto:terence.mirabal@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.