



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

Name of School Food Authority: **Farmington Municipal Schools**

School Site(s) reviewed:	Country Club Elementary
	Esperanza Elementary
	Piedra Vista High

Date of On-Site Review: **Date: 2/4/19-2/5/19**

Date Corrective Action Plan Was provided to SFA: **Date: 3/25/2019**

**Date your Corrective Action Plan Response is due to NMPED: Due Date: 4/30/2019**

**COMMENDATIONS**

PERFORMANCE STANDARD 1
SFA has some Standard sites and some CEP sites; claiming percentages match SA %'s. Error prone applications selected for review. Verification completed and sent to SA timely.

PERFORMANCE STANDARD 2
SFA met all of the meal pattern requirements per each grade grouping. School sites decorated nicely with proper menu signage, OvS and healthy habits. Water was made available to students in the cafeteria and eating areas.

GENERAL AREAS
SFA has State approved Wellness Policy in place. SFA has an impressive fundraiser and smart snacks sales policy in place district-wide.

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

- **Temperature logs missing for Piedra Vista High and Esperanza Elementary from August – December 2018. After the on-site review took place, the SFA was able to locate the logs and sent them to the State Agency (SA) for verification.**
- **Production records were not completed correctly. Changes are being made to entrée and components and quantities were not being updated to match and reflect what was actually being served. SFA did send updated and correctly completed production records to SA.**



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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>
Storage violations were observed at Esperanza Elementary while on-site. The SFA had food in the refrigerator and freezer that were opened and not dated with date opened.
<b>Technical Assistance Provided</b>
During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is dated once opened.
<b>Regulation / Citation Summary</b>
<p>210.13(a) Health standards. The school food authority shall ensure that food storage, preparation and service is in accordance with the sanitation and health standards established under State and local law and regulations.</p> <p>210.13(d) (d) Storage. The school food authority shall ensure that the necessary facilities for storage, preparation and service of food are maintained. Facilities for the handling, storage, and distribution of purchased and donated foods shall be such as to properly safeguard against theft, spoilage and other loss.</p>
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with this finding the SFA must submit an assurance that the SFA is aware of the requirements for food storage and holding within the food safety guidelines. The assurance must include: a statement that all food and chemicals will be kept separately; a statement that all food items will be dated with the delivery date as well as the date the product was opened; a statement that all food will be stored at least 6 inches off of the floor; and a statement that all storage areas including coolers, freezers and storage rooms will be kept within the allowable temperature ranges. The assurance should also include a statement that temperature logs will be maintained for all storage areas. Submit copies of completed temperature logs with the corrective action response.
<b>SFA Response</b>



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<b>Finding #2</b>
Production records have not been maintained for 3 years after the final claim for reimbursement. Production records at Esperanza Elementary were missing for the months of October – December of 2018.
<b>Technical Assistance Provided</b>
During the review, production record requirements were discussed with the SFA. The SFA must maintain production records for 3 years after the final claim for reimbursement, or until audited. This finding may result in fiscal action.
<b>Regulation / Citation Summary</b>
210.9(b) Agreement. This agreement shall provide that each school food authority shall, with respect to participating schools under its jurisdiction: 17) Upon request, make all accounts and records pertaining to its school food service available to the State agency and to FNS, for audit or review, at a reasonable time and place. Such records shall be retained for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit.
<b>SFA Suggested Guidance for Compliance</b>
To come into compliance with the production record requirements, the SFA must provide an assurance that staff administering the Afterschool Care Snack Program understand these requirements, and the SFA must put a plan in place to ensure future compliance. Include the person by position who will be in charge of maintaining these records and the location where these records will be kept. Please submit the assurance and plan.
<b>SFA Response</b>

<b>Finding #3</b>
Not all selected applications were approved correctly. The SFA did not calculate the income and household size correctly.
<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



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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.

### SFA Suggested Guidance for Compliance

To come into compliance with the requirements for determining applications, the SFA must provide the State Agency with an assurance that staff administering the free and reduced lunch program 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. 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. If the SFA is unable to correct the error because of missing/incomplete information from the household, after allowing the household an adequate amount of time to respond, the SFA must send a letter of adverse action and advise the State Agency of the date that this letter was sent.

### SFA Response

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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: 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.