

**State of New Mexico
Public Education Department**

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<https://webnew.ped.state.nm.us/bureaus/student-success-wellness/>

Howie C. Morales
Lieutenant Governor

Michelle Lujan Grisham
Governor

Administrative Review Summary and Corrective Actions

SFA Name:	New Mexico Youth Development Inc.
SFA Code/ ID Number:	001990
Administrative Review Conducted on:	Thursday, February 7, 2019
SFA Contact Name and Title:	Ramona Cuellar/Food Service Director
CNR Reviewer:	Danielle Reidy

The purpose of this spreadsheet is to inform you of the results of the Administrative Review that was conducted on February 7, 2019; an exit conference summarizing the findings took place on the same day.

The Administrative Review (AR) is a comprehensive evaluation of the Local Education Agency's (LEA's) National School Lunch Program (NSLP) and School Breakfast Program (SBP). The AR consists of two performance standards. While findings were identified, the two performance standards reviewed were found to be satisfactory. During the Administrative Review, compliance with the new meal pattern requirements is also evaluated, at this time there are no menu findings that warrant the termination of the performance based reimbursement.

This summary includes a comprehensive list of the technical assistance that was provided throughout the review as well as all findings that require a written response from the SFA. All items listed on the red Corrective Action tabs (Menu and Review) require a written response and must be submitted in writing to CN Resource by **Wednesday, April 10, 2019**. Please complete the responses electronically. If any additional responses are needed, please respond on district letterhead. In addition to responding to the findings please ensure that additional training is provided to all staff to bring all finding areas into compliance. Failure to submit the required materials by the due date may result in the withholding of claims. Should corrective actions not be submitted, a follow-up review may take place to ensure all required corrective actions were completed and implemented system-wide as appropriate.

Any potential fiscal action will be calculated once the corrective action responses have been received and approved.

I appreciate the courtesies extended by you and your personnel during the review. If you have questions or need assistance concerning the school food service program, please call our office. Please respond to the Administrative Review Corrective Actions by **Wednesday, April 10, 2019**.

Thank you,



Casey O'Neill, RD, SNS, Senior Child Nutrition Specialist

CN Resource
1930 N Arboleda, 101, Mesa, Arizona 85213
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Administrative Review Technical Assistance Summary

SFA Name:	New Mexico Youth Development Inc.
SFA Code/ID Number:	001990
Administrative Review Conducted on:	Thursday, February 7, 2019
SFA Contact Name and title:	Ramona Cuellar/Food Service Director
CNR Reviewer:	Danielle Reidy

Commendations & Suggestions

Outstanding job meeting all the requirements for the breakfast menu. All daily and weekly meal component and food quantity requirements were met for the week of menu review for breakfast.
Excellent job meeting the whole grain-rich requirement for the week of menu review.
Staff has a great rapport with students. Staff did a great job encouraging students to participate in the SBP, NSLP and ASP.
Kitchen was very clean and organized. Staff does a great job dating all food items upon delivery.

Other areas of Technical Assistance (Does NOT require SFA Response)

<p>Menu Review- Recipes are not standardized, and not all are in written standardized format. Items on your menu that need standardized recipes include:</p> <ul style="list-style-type: none"> -Vegetable Skillet Frittata -Green chili pork stew -Asian orange chicken -Tuna melt pita -Beans and nachos -Cold bean salad <p>Standardize the recipes so that true yields and portion sizes can be determined. To be standardized recipes must include:</p> <ul style="list-style-type: none"> -All ingredients in recipe. -Correct measures and specific weight/measure of each ingredient. -Serving/portion size(s) for each age/grade group. -The true yield made by recipe. -Clear and complete preparations steps / directions.
<p>Menu Review- production records did not provide adequate information as recorded. It is a requirement of the federal regulations to maintain production records. Description of problem areas in completing production record:</p> <ul style="list-style-type: none"> -Serving sizes do not match what is actually being offered, per communication with the SFA (i.e. brown rice on Monday, Beans in nachos on Thursday, Toast on Sunday and Thursday, Cheerios on Monday, Breakfast bread on Tuesday, Oatmeal on Friday). -Menu items not actually served, even though they were listed on the Production Records (i.e. cornbread muffin on Thursday).
<p>Meal Components and Quantities - During the review, it was recommended that the SFA update their application. The application states that meals are served Family Style, however Serve Only is actually implemented.</p>
<p>Civil Rights - During the review the requirement for the civil rights statement to appear on all Program material was discussed with the SFA. The SFA must use the statement on all Program material.</p>

Civil Rights - During the review the requirement for the "And Justice for All" poster were discussed with the SFA. The poster must be on display in all serving/dining areas, the poster must be displayed in a location that is visible to students was discussed with the SFA, and the poster must be 11" wide x 17" high.

Professional Standards - USDA Hiring Standards were provided to the SFA to use when posting for Food Service Director position.

Required Corrective Actions- Menu Review

SFA Name: *New Mexico Youth Development Inc.*
 SFA ID Number: *001990*
 Week of Menu Review: *12/2/18 - 12/8/18*

Site(s) Selected for Review:

1 <i>New Mexico Youth Development</i>	NSLP Grade Group: <i>K-8, 9-12</i>	SBP Grade Group: <i>K-12</i>	<input type="checkbox"/> N/A
2 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A
3 <i>N/A</i>	NSLP Grade Group:	SBP Grade Group:	<input type="checkbox"/> N/A

Menu Review Findings: Lunch

1. For the week of menu review, the lunch menu did not meet the minimum daily requirement for meat/meat alternate. A meat/meat alternate was offered daily, however the minimum required portion size was not met.
2. For the week of menu review, the lunch menu did not meet the minimum daily vegetable requirement. Vegetables were offered daily, however the minimum required portion size was not met.
3. For the week of menu review, the lunch menu did not meet the minimum weekly requirement for the dark green vegetable subgroup.

Technical Assistance

During the Administrative Review the results of the menu review were provided in a detailed Menu Review Results Report. Recommendations were included to bring all areas into compliance. All menus served within the SFA for the National School Lunch Program must meet all daily and weekly meal pattern requirements for the specific grade group. The SFA was encouraged to provide training as needed to ensure compliance. Please note that per USDA guidance any repeat menu findings in future Administrative Reviews, may result in fiscal action.

For detailed regulations see: 7 CFR 210.10

Required Criteria for Response to Findings	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide a written statement that the daily meat/meat alternate, daily vegetable, and dark green vegetable subgroup requirements are now met. Include details to describe what specific changes were made to the menu to correct all menu review findings and bring the menu into compliance.			
2. Submit any necessary documentation to demonstrate that the menu findings listed under step 1 are now corrected. This documentation may include: production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes. Reference the menu review results report for specific details and suggestions to bring the menu into compliance.			
3. List the steps that will be taken when a site does not have one of the planned menu items or there are insufficient quantities on the serving day.			
4. Provide a written statement that the serving line will be visually reviewed prior to service to confirm that all required components are available.			



5. Submit the position title(s) of the School Food Authority representative(s) that will oversee this area and ensure future compliance.

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Required Corrective Actions- Review Areas
New Mexico Public Education
Student Success & Wellness Bureau
Administrative Review Corrective Action Plan

SFA Name: New Mexico Youth Development Inc.
 SFA Code/ID: 001990

Administrative Review Conducted: Thursday, February 7, 2019
 Site(s) Selected for Review: New Mexico Youth Development
N/A
N/A

Date Corrective Action Plan was provided to SFA: 3/11/2019

Due Date for Corrective Action Plan: 4/10/2019

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.

Please enter the detailed response for each in the spaces provided.

Finding #1: Meal Counting and Claiming			
The SFA is not claiming meals served during field trips properly because the count is not taken at the point of service.			
Technical Assistance			
During the review, claiming meals during field trips was discussed with the SFA. The SFA is not claiming meals served during field trips properly because the count is not taken at the point of service. To be in compliance, the SFA must ensure that meals served during field trips are claimed based on accurate counts taken at the point of service. The SFA acknowledged the finding and will implement needed changes immediately.			
<i>For detailed regulation see: 210.7(c)(1) Lunch count system.</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement that the SFA will make meals available to all students during field trips that occur during the normal school day.			

Finding #2: Meal Counting and Claiming			
The SFA does not conduct a daily edit check for each meal service.			
Technical Assistance			
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.			

For detailed regulation see: 210.8(a)(3) Edit checks.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement that the SFA will complete a daily edit check and will maintain edit check records for a minimum of 3 years plus the current school year.			
4. Provide one month of completed edit checks for the site(s) selected for review as supporting documentation for this finding.			

Finding #3: Meal Counting and Claiming

Meal count totals by category have not been combined or recorded correctly. The SFA made calculation errors when consolidating the claim for reimbursement. This is a non-systemic error.

Technical Assistance

During the review, accurate meal counts were discussed with the SFA. Meal count totals by category have not been combined or recorded correctly. This is a non-systematic error. To be in compliance, the SFA must ensure that meal counts are being recorded accurately. Consolidating meal counts by category was reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.

For detailed regulation see: 210.7(c)(1) Lunch count system.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement that explains the new/revised process that will be implemented to ensure that meal counts are correctly combined and recorded for the claim for reimbursement.			

Finding #4: Meal Components and Quantities

On the day of review, the breakfast menu did not meet the 1 ounce equivalent daily grain requirement. A grain was provided, however the minimum required portion size was not met.

Technical Assistance

During the review, the components and quantities of the meal patterns were discussed with the SFA. The SFA must ensure that all meals counted for reimbursement contain the required components in the minimum portion size required for the specific grade group. The SFA should obtain additional training to all staff on the requirements of a reimbursable meal, including meal pattern requirements, using and following standardized recipes, and crediting. The USDA FNS website can be used for training materials, resources and guidance on the meal pattern. <http://healthymeals.nal.usda.gov/>

For detailed regulation see: 220.8(b) Meal Requirements for School Breakfast

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that the SFA understands the meal pattern requirements for each grade group served.			
4. Provide a written statement that the grain requirement is now met for all grade groups.			

Finding #5: Meal Components and Quantities

On the day of review, fluid milk was not available in at least two varieties on all serving lines for breakfast. There was milk available throughout the meal, however there was only one option.

Technical Assistance

During the review, milk requirements were discussed. The SFA must offer at least two varieties of milk on all serving lines.

For detailed regulation see: 220.8(b) Meal Requirements for School Breakfast

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that at least two varieties of milk are available for breakfast.			

Finding #6: Meal Components and Quantities

The SFA is not maintaining standardized recipes.

Technical Assistance

During the review, standardized recipes were discussed with the SFA. The SFA must ensure that all sites are using standardized recipes for the meals they produce. If the SFA is using USDA recipes, they are already standardized, however if they make any modifications to the recipe it must be documented. If the SFA creates their own recipes it is recommended that they use the USDA template for standardized recipes to ensure that they include all required areas.

For detailed regulation see: 210.10(c)(5) Standardized recipes.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

3. Provide a statement that the SFA will create and/or maintain standardized recipes for all menu items.			
4. Provide 1 week of menus with the corresponding standardized recipes for all meal services at the reviewed site(s).			

Finding #7: Meal Components and Quantities

The lunch meal service is not structured to comply with the required age/grade group meal pattern requirements when serving multiple menus and/or age/grade groups.

Technical Assistance

During the review, serving multiple age/grade groups was discussed with the SFA. The SFA must ensure, if multiple age/grade groups are served, that menus are planned to meet the requirements of the meal pattern for each age/grade group that is served. If there are different menus served to the different grade groups with the same meal service the SFA must determine the changes that need to be made and how to determine which student receive which menu. For example if the K-5 student come through first and then the 6-8 students come through the serving line then the kitchen staff can make adjustments to portions between the different grade groups. Using different serving spoons or measuring cups may be all that is needed to meet the requirements depending on the menu offered.

For detailed regulation see: 210.10(c)(1) Age/grade groups

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement that includes; a statement that all menus will be reviewed to ensure that all required components are planned in the minimum portion size required for the grade group.			

Finding #8: Meal Components and Quantities

The SFA is not maintaining daily production records.

Technical Assistance

During the review, production records were discussed with the SFA. The SFA must ensure that all sites are keeping accurate and complete production records for the meals they produce. The records must be completed throughout meal service and maintained everyday. At a minimum the production records should include the name of the item, the recipe or item number, the portion size, the number of planned portions, the component contribution amount and the number of actual servings. All kitchen staff should be trained on completing productions records so that everyone can complete the records.

For detailed regulation see: 210.10(a)(3)Production and menu records.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			

2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement that the SFA will maintain completed production records for all meal services. The records must be kept on file for a minimum of 3 years plus the current school year.			
4. Provide 1 week of completed production records for all meal services at the reviewed site(s).			

Finding #9: Civil Rights

The SFA does not have a procedure in place for handling civil rights complaints.

Technical Assistance

During the review the requirement for the SFA to have a complaint procedure was discussed. The procedure must indicate: that any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint; all complaints, written or verbal, must be forwarded to the appropriate Regional or FNS OCR Director, unless an approved State complaint procedure is in place; in the event a complainant makes the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint for the complainant. The procedure must also identify the outside agency to which the complaints are forwarded.

For detailed regulation see: FNS Instruction 113-1 Section XV Complaint Procedures

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written procedure for how the SFA will handle any alleged civil rights complaints.			

Finding #10: Civil Rights

The SFA is not maintaining a medical statement on file for students with special dietary needs that do not rise to the level of a disability.

Technical Assistance

During the review, medical statements were discussed with the SFA. The medical statement for students with special dietary needs that do not rise to the level of a disability must be signed by a physician, physician assistant, nurse practitioner, or other professional specified by the State agency.

For detailed regulation see: 7 CFR Part 15b.3(i), Accommodating Children With Special Dietary Needs

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			

3. Provide written assurance that medical statements will be kept on file for all students with special dietary needs.

Finding #11: Local School Wellness Policy

The SFAs Local Wellness Policy does not contain all of the required components. The Wellness Policy has not been updated since 2009.

Technical Assistance

During the review, Local Wellness Policies were discussed with the SFA. The Local Wellness Policy is required to contain the following: a designation of one or more SFA officials in charge of school compliance oversight; a plan for measuring compliance; goals for nutrition education, nutrition promotion, other school based activities to promote student wellness, and physical activity; and guidance for all foods available on school campus. The SFA should also contact the state agency to determine if there are any additional requirements from the state or if they have any state specific resources. The SFA was provided with the USDA link for Wellness Policies. <http://www.fns.usda.gov/tn/local-school-wellness-policy>

For detailed regulation see: 210.31 Local school wellness policy

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a copy of the updated and completed Local Wellness Policy.			

Finding #12: Professional Standards

The SFA is not tracking training hours.

Technical Assistance

During the review, training requirements were discussed with the SFA. To be in compliance, the SFA must track the hours of training completed by all School Nutrition staff. For further information, please see the USDA's Guide to Professional Standards for School Nutrition Programs.

For detailed regulation see: 210.30(g) School food authority oversight.

Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the SFA must track the hours of training completed by all School Nutrition staff.			
4. Provide a copy of the tracker that will be used by the SFA.			

Finding #13: Food Safety

Temperature logs are not being consistently maintained for all food storage areas.

Technical Assistance			
During the review, temperature logs were discussed with the SFA. The SFA must maintain temperature logs for all food storage areas, in accordance with the requirements of the local health department. The completed temperature logs must be kept on file for a minimum of six (6) months.			
<i>For detailed regulation see: 210.15(b)(5) Records from the food safety program</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that the SFA understands the requirements for food safety documentation, including that all temperature documents must be consistently maintained for a minimum of six (6) months.			

Finding #14: Food Safety			
Storage violations were observed on-site. The SFA had food that was opened and not dated with date opened.			
Technical Assistance			
During the review, storage requirements were discussed with the SFA. The SFA must ensure that all food is dated once opened.			
<i>For detailed regulation see: 210.13(d) (d) Storage.</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a written statement that all food items are dated with the date the product was opened.			

Finding #15: Food Safety			
The SFA does not have a food safety plan.			
Technical Assistance			
During the review, the food safety plan was discussed with the SFA. The SFA must have a complete food safety plan that includes all of the required sections as specified by USDA. The SFA must have a food safety plan available at each site so that food service staff may stay in compliance with food safety requirements and procedures.			
<i>For detailed regulation see: 210.13(c) Food safety program.</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			

2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement that a complete food safety plan has been developed and is available at each site within the SFA.			
4. Provide the following Standard Operating Procedures (SOP) from the food safety plan: Receiving Deliveries, Washing Hands, and Date Marking Ready-to-Eat, Potentially Hazardous Foods.			

Finding #16: Afterschool Snack Program			
Snacks have not been properly claimed. The SFA underclaimed. This is a non-systemic error.			
Technical Assistance			
During the review, the requirements for properly counting and claiming snacks were discussed with the SFA.			
<i>For detailed regulation see: 210.10(o) Afterschool snacks.</i>			
Required SFA Response	SFA Response	CNR Internal Use	
1. Provide the date that the finding was brought into compliance or the planned date of completion.		Appv.	Intls.
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the SFA will follow proper counting and claiming methods for snacks.			

Finding #17: Afterschool Snack Program			
Production records were not complete for each day of the review period.			
Technical Assistance			
During the review, production record requirements were discussed with the SFA. The SFA must complete production records as described in 7 CFR 210.10(a)(3). How to complete these records was discussed with the SFA. This finding may result in fiscal action.			
<i>For detailed regulation see: 210.10(a)(3) Production and menu records.</i>			
Required SFA Response	SFA Response	CNR Internal Use	
1. Provide the date that the finding was brought into compliance or the planned date of completion.		Appv.	Intls.
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the SFA must complete production records for the snack program that contain all required information.			
4. Provide revised production records for each day of the review period.			

Finding #18: Afterschool Snack Program			
The program is not monitored twice per year. The program was not monitored within the first 4 weeks of operation.			
Technical Assistance			
During the review, program monitoring was discussed with the SFA. The SFA must monitor the program twice per year. During the review, program monitoring was discussed with the SFA. The SFA must monitor the program within the first 4 weeks of operation.			
<i>For detailed regulation see: 210.9(c) Afterschool care requirements.</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the SFA must monitor the Afterschool Snack Program twice per year, and once within the first 4 weeks of operation.			
4. The SFA must also complete the monitoring reviews and submit them or, if early in the year, must provide the date when monitoring will occur.			

Finding #20:			
The snack program does not conduct acceptable education or enrichment activities before, during, or after the snack meal service. Some students did not participate in the enrichment activity prior to snack service but still received a snack.			
Technical Assistance			
During the review, the requirement to conduct education or enrichment activities was discussed with the SFA. The snack program must conduct acceptable education or enrichment activities before, during, or after the snack meal service.			
<i>For detailed regulation see: Afterschool Snacks in the National School Lunch Program (NSLP) and the At-Risk Component of the Child and Adult Care Food Program (CACFP), Questions and Answers, Edition 3</i>			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intls.
1. Provide the date that the finding was brought into compliance or the planned date of completion.			
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.			
3. Provide a statement of understanding that the snack program must conduct acceptable education or enrichment activities before, during, or after the snack meal service.			
4. The SFA must also submit documentation showing which education or enrichment activities have been incorporated.			

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date indicated.

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the SFA. In addition the SFA ensures that additional training will be provided to all applicable staff to bring all finding areas into compliance moving forward.

Signature of SFA Representative: _____

Date: _____

Signature of CN Resource Reviewer: _____ *Danielle Reidy* _____

Date: _____ February 7, 2019 _____

If you have any questions, feel free to contact CN Resource at your convenience. Thank you.



Administrative Review Team
CN Resource
P.O. Box 31060
Mesa, AZ 85275
866-941-6368
adminreview@cnresource.com

Helpful Resources

The following are a list of links to resources that may be helpful when responding to the findings from the Administrative Review and helping to bring all finding areas into compliance.

USDA Federal Regulations:

National School Lunch Program: [USDA FNS 7 CFR 210](#)

School Breakfast Program: [USDA FNS 7 CFR 220](#)

Determining Eligibility: [USDA FNS 7 CFR 245](#)

Certification and Benefit Issuance:

2017-2018 Federal Income Eligibility Guidelines:

<https://www.fns.usda.gov/school-meals/fr-041017>

2017-2018 USDA prototype Household Application and supporting forms:

<https://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

Verification:

2017-2018 USDA prototype Household Application and supporting forms:

<https://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

Counting and Claiming:

2017-2018 USDA Reimbursement Rates:

<https://www.fns.usda.gov/school-meals/rates-reimbursement>

Menu Compliance:

USDA Nutrition Standards for School Meals:

<https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

Whole Grain Resource Guide:

<https://fns-prod.azureedge.net/sites/default/files/WholeGrainResource.pdf>

Meal Pattern Guide by Grade Group:

<https://fns-prod.azureedge.net/sites/default/files/dietaryspecs.pdf>

Offer vs Serve:

USDA Offer versus Serve Guidance Manual:

<https://fns-prod.azureedge.net/sites/default/files/SP57-2014a.pdf>

Resource Management:

2017-2018 USDA Paid Lunch Equity Tool:

<https://www.fns.usda.gov/school-meals/paid-lunch-equity-sy2017-18-calculations-and-revised-tool>

USDA Non-Program Food Revenue Tool:

<https://www.fns.usda.gov/guidance-paid-lunch-equity-and-revenue-nonprogram-foods>

Civil Rights:

USDA Non-Discrimination Statement

<https://www.fns.usda.gov/fns-nondiscrimination-statement>

USDA-FNS Accommodating Children with Disabilities in the School Meal Programs

<https://fns-prod.azureedge.net/sites/default/files/cn/SP40-2017a1.pdf>

On-Site Monitoring:

USDA On-Site Monitoring forms for National School Lunch and School Breakfast Programs:

<https://fns-prod.azureedge.net/sites/default/files/cn/SP56-2016os.pdf>

Wellness Policy:

USDA Wellness Policy Implementation Tools and Resources:

<https://www.fns.usda.gov/tn/implementation-tools-and-resources>

Smart Snacks:

USDA Guide to Smart Snacks:

<https://fns-prod.azureedge.net/sites/default/files/tn/USDSmartSnacks.pdf>

Professional Standards:

USDA Professional Standards tools and references:

<https://www.fns.usda.gov/school-meals/professional-standards>

Food Safety:

USDA Food Safety Resources:

<https://www.fns.usda.gov/ofs/food-safety>

Institute of Child Nutrition Food Safety Plan:

<http://www.theicn.org/ResourceOverview.aspx?ID=75>

Buy American Provision:

2017 USDA Memo on Compliance with Buy American Provision:

<https://fns-prod.azureedge.net/sites/default/files/cn/SP38-2017os.pdf>

School Breakfast and Summer Food Service Program Outreach:

<https://www.fns.usda.gov/sfsp/raise-awareness>

Afterschool Snack Program:

USDA Webpage for the Afterschool Snack Program:

<https://www.fns.usda.gov/school-meals/afterschool-snacks>

Special Milk Program:

USDA Webpage for the Special Milk Program:

<https://www.fns.usda.gov/smp/special-milk-program>

Fresh Fruit and Vegetable Program:

USDA Fresh Fruit and Vegetable Program Handbook:

<https://fns-prod.azureedge.net/sites/default/files/handbook.pdf>

Community Eligibility Provision and Provision II:

USDA Community Eligibility Guidance and Updated FAQs:

<https://www.fns.usda.gov/community-eligibility-provision-guidance-and-updated-qas-1>