



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

Name of School Food Authority:	<b>Penasco Independent Schools</b>
School Site(s) reviewed:	Sites Reviewed
	Penasco High School

Date of On-Site Review:	<b>2/12/19</b>
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Date Corrective Action Plan Was provided to SFA:	<b>3/15/19</b>
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<b>Date your Corrective Action Plan Response is due to NMPED:</b>	<b>4/16/19</b>
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**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)**

- Health Inspection located in public view, corrected on-site



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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
- 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>
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 \$13,354.73
<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>

<b>Finding # 2</b>
Records were not retained for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audits.
<b>Technical Assistance Provided</b>
Records must be retained for three (3) years after the final Claim for Reimbursement for the fiscal year or until the resolution of any audits. It was determined that the SFA was not retaining records for 3 years after the final Claim for Reimbursement. The requirement for the SFA to retain records for the required time period was discussed with the SFA.



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**Regulation / Citation Summary**

**210.23 (c) Retention of records. State agencies and school food authorities may retain necessary records in their original form or on microfilm. State agency records shall be retained for a period of 3 years after the date of submission of the final Financial Status Report for the fiscal year. School food authority records shall be retained for a period of 3 years after submission of the final Claim for Reimbursement for the fiscal year. In either case, if audit findings have not been resolved, the records shall be retained beyond the 3-year period as long as required for the resolution of the issues raised by the audit.**

**SFA Suggested Guidance for Compliance**

**To come into compliance with reporting and recordkeeping requirements, 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 records will now be maintained for required time period, the process that has been put into place to ensure that all required records will be maintained for 3 years after the final claim for reimbursement or until the resolution of an audit, and state the person(s) name(s)/title(s) who will oversee that all records are properly retained.**

**SFA Response**



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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.**

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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.