



New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Name of School Food Authority: Public Academy for Performing Arts

School Site(s) reviewed: Public Academy for Performing Arts

Date of On-Site Review: Date: April 1, 2019

Date Corrective Action Plan Was provided to SFA: Date: April 18, 2019

Date your Corrective Action Plan Response is due to NMPED: Due Date: May 18, 2019

COMMENDATIONS

Table with 1 row: PERFORMANCE STANDARD 1, Eligibility documentation is organized and easy to access.

Table with 1 row: PERFORMANCE STANDARD 2, Meals served smoothly and in a timely manner.

Table with 1 row: GENERAL AREAS, All signage posted in appropriate areas as required.

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

- Production records should consistently show meal component contributions.
Production records and menus should match.
Thermometer calibration logs were just started in January, 2019.



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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

Finding #1
<p>The SFA did not notify the household of students' certified eligibility. Students identified on Direct Certification List were not notified of eligibility.</p>
Technical Assistance Provided
<p>During the review, household notification of eligibility status was discussed with the SFA. For all households that qualify for benefits must be notified within 10 days of receipt of the completed application, however it is not required that these households are notified in writing. The SFA must notify the household of denied benefits in writing, the notification must be provided within 10 days of receipt of a completed application. At a minimum the notification of denial letter must include The reason for the denial of benefits, e.g. income in excess of allowable limits or incomplete application, notification of the right to appeal, instructions on how to appeal, and a statement reminding parents that they may reapply for free or reduced price benefits at any time during the school year. For additional information on the notification letter the SFA should review the Eligibility Manual for School Meals, Chapter 3.</p>
Regulation / Citation Summary
<p>245.6(c)(7) Denied applications and the notice of denial. When the application furnished by a family is not complete or does not meet the eligibility criteria for free or reduced price benefits, the local educational agency must document and retain the reasons for ineligibility and must retain the denied application. In addition, the local educational agency must promptly provide written notice to each family denied benefits. At a minimum, this notice shall include: (i) The reason for the denial of benefits, e.g. income in excess of allowable limits or incomplete application; (ii) Notification of the right to appeal; (iii) Instructions on how to appeal; and (iv) A statement reminding parents that they may reapply for free or reduced price benefits at any time during the school year.</p>
SFA Suggested Guidance for Compliance
<p>To come into compliance with the requirements for household notification, the SFA must provide the State Agency with a written assurance that staff administering the free and reduced lunch program understand these requirements. The assurance should include a statement that, the SFA will notify the household of eligibility status within 10 days of receipt of the completed application, a statement that any denied households will be notified in</p>



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writing, and a process that will be implemented to ensure that are households are notified of eligibility within the required timeframe. Please submit a copy of the notification of denied benefits letter with the corrective action response.

SFA Response

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Finding #2

Not all selected applications were approved correctly. The SFA did not calculate the income and household size correctly.

Technical Assistance Provided

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.

Regulation / Citation Summary

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 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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Finding #3
Technical Assistance Provided
Regulation / Citation Summary
SFA Suggested Guidance for Compliance
SFA Response

Finding #4
Technical Assistance Provided
Regulation / Citation Summary
SFA Suggested Guidance for Compliance
SFA Response

Finding #5
Technical Assistance Provided
Regulation / Citation Summary
SFA Suggested Guidance for Compliance
SFA Response



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Signature of
Reviewer:

Date: April 18, 2018

Signature of
SFA

Representative: _____

Date: _____

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

**Name of Reviewer: Michael Chavez, Director
Student Success & Wellness Bureau
120 S. Federal Place, Suite 207
Santa Fe, NM 87501
Phone: 505-827-1829
Email: Laura.Henry@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.