



# New Mexico Public Education Department

Student Success & Wellness Bureau

Administrative Review Corrective Action Plan

Name of School Food Authority: **SFA**

School Site(s) reviewed: Sites Reviewed  
School of Dreams

Date of On-Site Review: **3/19/19**

Date Corrective Action Plan  
Was provided to SFA: **4/19/19**

**Date your Corrective Action Plan  
Response is due to NMPED: 5/17/19**

## **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 visible for public, 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
  - 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
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- 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>
<b>The SFA has claimed meals inaccurate counting and/or claiming procedures.</b>
<b>Technical Assistance Provided</b>
<p>During the review, counting and claiming were discussed with the SFA. The SFA has claimed meals in error based on inaccurate counting and/or claiming procedures. To be in compliance, the SFA must ensure that meal counts are being recorded accurately and that claims are being filed correctly. Proper counting and claiming procedures were reviewed with the SFA. The SFA acknowledged the finding and will implement needed changes immediately.</p>
<b>Regulation / Citation Summary</b>
<p><b>210.7(c)(1) Lunch count system. To ensure that the Claim for Reimbursement accurately reflects the number of lunches and meal supplements served to eligible children, the school food authority shall, at a minimum:(iii) Base Claims for Reimbursement on lunch counts, taken daily at the point of service, which correctly identify the number of free, reduced price and paid lunches served to eligible children; (iv) Correctly record, consolidate and report those lunch and supplement counts on the Claim for Reimbursement.</b></p>
<b>SFA Suggested Guidance for Compliance</b>
<p><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 has corrected inaccurate counting and/or claiming procedures, 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>.</b></p>
<b>SFA Response</b>



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**Finding # 2**

Offer vs. Serve is not being implemented properly. The SFA was not implementing Offer versus Serve for the required 9-12 grade group.

**Technical Assistance Provided**

Requirements under Offer vs. Service include that Senior high schools must participate in Offer vs. Serve. During the review, it was determined that the SFA was not implementing Offer vs. Serve for their 9-12 grade group students. The requirements as well as the finding were reviewed with the SFA.

**Regulation / Citation Summary**

210.10 (e) Offer versus serve. School lunches must offer daily the five food components specified in the meal pattern in paragraph (c) of this section. Under offer versus serve, students must be allowed to decline two items at lunch, except that the students must select at least 1/2 cup of either the fruit or vegetable component. Senior high schools (as defined by the State educational agency) must participate in offer versus serve. Schools below the senior high level may participate in offer versus serve at the discretion of the school food authority.

**SFA Suggested Guidance for Compliance**

To come into compliance with the requirements of Offer vs. Serve, the SFA must submit a written process that has been put in to place to ensure Offer vs Serve is now being implemented correctly. In addition to the new process the SFA must also provide the name and title of the SFA representative that will ensure compliance with this finding moving forward, an outline of the training that was provided to staff to inform them of the requirements and the new process and the date the training was completed.

**SFA Response**

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**Finding #3**

The SFAs Local School Wellness Policy has not been reviewed or updated.

**Technical Assistance Provided**

During the on-site review, Local Wellness Policies were discussed with the SFA. The Local Wellness Policy is required to be reviewed and updated on a periodic basis to ensure that the policy reflects current requirements and SFA practices.

**Regulation / Citation Summary**

210.30 Local School Wellness Policy (e) Implementation assessments and updates. Each local educational agency must: (1) Designate one or more local educational agency officials or school officials to ensure that each participating school complies with the local school wellness policy; (2) At least once every three years, assess schools' compliance with the local school wellness policy, and make assessment results available to the public. The assessment must measure the implementation of the local school wellness policy, and include: (i) The extent to which schools under



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the jurisdiction of the local educational agency are in compliance with the local school wellness policy; (ii) The extent to which the local educational agency's local school wellness policy compares to model local school wellness policies; and (iii) A description of the progress made in attaining the goals of the local school wellness policy. (3) Make appropriate updates or modifications to the local school wellness policy, based on the triennial assessment.

SFA Suggested Guidance for Compliance

To come into compliance with this requirement the SFA must submit a statement that the wellness policy will be reviewed and updated by the wellness committee. In addition to the statement the SFA must submit the minutes from the meeting that was held to determine the needed updates. If the policy has been updated by the corrective action due date, submit a copy of the revised wellness policy. If the due date is prior to the completion of the updates, submit a detailed timeline for the implementation of the changes. Once the revisions have been made a copy of the wellness policy should be submitted to the state agency for review.

SFA Response

Empty box for SFA Response

Signature of Reviewer:

[Handwritten signature]

Date: 4/19/19

Signature of Nutritionist

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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
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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.