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**STATE OF NEW MEXICO**

**PUBLIC EDUCATION DEPARTMENT**

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| Ryan Stewart, Ed.L.D.Secretary of Education | Michelle Lujan GrishamGovernor  |

# September 17, 2020

**MEMO CODE:** SP 15-2018

# **SUBJECT:** Flexibility for the Administrative Review Cycle Requirement

**Waiver Requests:** Administrative Review Cycle

# This waiver is a request to implement the flexibility now being allowed for the Administrative Review Cycle Requirement (7 CFR 210.18). The request is to move from a three-year Administrative Review cycle to a five-year Administrative Review Cycle.

## State agency submitting waiver request and responsible State agency staff contact information:

## New Mexico Public Education Department Michael A. Chavez, Director

## Student Success & Wellness Bureau 120 S. Federal Place, Suite 207

## 120 S. Federal Place, Suite 207 Santa Fe, NM 87507 Santa Fe, NM 87507 Work Cell: (505)699-4562

1. **Region:** Southwest

## Eligible service providers participating in waiver and affirmation that they are in good standing:

New Mexico Public Education Department, Student Success and Wellness Bureau is in good standing with the National Office of the Food Nutrition Services, Southwest Region.

## Description of the challenge the State agency is seeking to solve, the goal of the waiver to improve services under the Program, and the expected outcomes if the waiver is granted. [Section 12(1) (2) (A) (iii) and 12(1) (2) (A) (iv) of the NSLA]:

The State Agency (SA) in New Mexico has approximately 216 total SFAs. Under the current regulation (7 CFR 210.18) one-third of the Administrative Reviews must be completed each year. With the 5 Health Educators employed who monitors and conducts the Administrative Reviews in New Mexico, the reviewers must complete anywhere from fourteen (14) reviews to fifteen (15) reviews in a particular school year depending on the specific territories of the state.

Our Procurement review cycle for New Mexico is set as a five-year cycle. The Procurement Review was also implemented as part of the Healthy, Hunger-Free Kids Act of 2010. Many state agencies coupled the two evaluations however New Mexico did not. This has caused an issue with doing two different cycle years for procurement and administrative reviews. Due to the separate cycles, our staff would need to complete separated reviews with both the three and five-year cycles. This adds even more stress for the SFA’s and our bureau as we plan to complete these reviews using two different cycle times. Having both reviews set as five years would allow our Bureau to plan better and ensure a straightforward process for not only us but for the SFA’s.

A thorough completion of the Administrative Review is not only very trying to achieve in a timely manner, but also the added sections and questions that have come about over the honing of the tool itself, have lengthened the process. With the recent pandemic, COVID-19 has caused a major delay in completing scheduled and required administrative review which were scheduled to be conducted starting March 2020. With these cancelations starting March 2020, New Mexico Public Education Department is already behind and will continue to be behind schedule in completing the required three-year cycle. Included in this timeframe are the difficulties posed in receiving documentation from SFAs in a timely manner as well. SFAs also have difficulties in preparing for and responding to the Administrative Review Corrective Action in the short time turn-around which can result in lack of enough time to thoroughly implement those changes by the SFA and then evaluate the changes by the reviewers before time for the next review.

## Specific Program requirements to be waived (include statutory and regulatory citations). [Section 12(1) (2) (A) (i) of the NSLA]:

7 CFR 210.18(c): Unified the Administrative Review on a three year cycle in SY2013-14.

## Detailed description of alternative procedures and anticipated impact on Program operations, including technology, State systems, and monitoring:

There will be no changes to the actual procedures of conducting the Administrative Review. The impact will be seen in that approval of the request will significantly reduce the number of ARs per year for each assigned Health Educator. This will enable SA staff to perform and concentrate on more details in completion of the process as well as achieve more consistency across reviews. The time reduction will free up time for Technical Assistance (TA) during the Corrective Action completion phase as well as more in-depth and thorough TA to SFAs during the years they are not to be reviewed- quality over quantity.

## Description of any steps the State has taken to address regulatory barriers at the State level. [Section 12(1) (2) (A) (ii) of the NSLA]:

In order to attempt to address barriers to the regulatory requirements of the Administrative Review three-year cycle, reviewers administered even more trainings as well as made more concerted efforts undertaken to perform more of the off-site portion of the Administrative Review in the reviewers' field office before actually planning the on-site visit. The staff saw the need to actually assist SFAs with the off-site portion of tool for several reasons. Staff turnovers in SFAs' food service personnel is always tremendous. Even though it may have been three years since the previous review, very often the reviews are now involving local staff that are experiencing this over-whelming event for the first time. This presents a very slow process to completion of an entire SFA administrative review.

## Anticipated challenges State or eligible service providers may face with the waiver implementation:

N/A

## Description of how the waiver will not increase the overall cost of the Program to the Federal Government. If there are anticipated increases, confirm that the costs will be paid from non-Federal funds. [Section 12(1) (1) (A) (iii) of the NSLA]:

There will be no increase in the overall costs, as the waiver will ease the burden of timely completion of Administrative Reviews by lessening the number to be completed every year.

## Anticipated waiver implementation date and time period:

School Year 2020-2021 implementation and to continue as needed.

## Proposed monitoring and review procedures:

SFAs will be monitored via an Administrative Review process as required by 7 CFR 210.18 every five years rather than every three which will help to improve program operations and program integrity. With the granted approval of this waiver, New Mexico Public Education Department Student Success and Wellness Bureau will adhere the following requirements set forth by FNS and will allow FNS to assess the effect of the waiver on our programs administration and monitor the impact of the waiver request.

## Proposed reporting requirements (include type of data and due date(s) to FNS):

Reporting dates and all data required will remain the same as stated in regulations. New Mexico Public Education Department Student Success and Wellness Bureau will continue to adhere to existing applicable monitoring and reporting requirements, as well as those outlined in the waiver approval issued by FNS. We will ensure continued operation throughout the approved waiver period. If this waiver is granted, New Mexico Public Education Department Student Success and Wellness Bureau will ensure that the memorandum is send out to all SFA’s via email and posted on our website to notify SFA’s. New Mexico Public Education Department Student Success and Wellness Bureau will continue to work with their appropriate FNS Regional Office for any additional guidance and support.

The following reports will be available with due dates as assigned and requested by FNS:

* a summary of the use of waivers by the State and eligible service providers;
* a description of whether the waivers resulted in improved services to recipients/participants;
* a description of the impact of the waivers on providing nutritional meals to participants;
* a description of how the waivers reduced the quantity of paperwork necessary to administer the Program; and
* any additional information requested in the waiver approval.

## Link to or a copy of the public notice informing the public about the proposed waiver [Section 12(1) (1) (A) (ii) of the NSLA]:

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

## Signature and title of requesting official:

## Michael A. Chavez

**Michael A. Chavez, Director**

New Mexico Public Education Department

Student Success and Wellness Bureau

120 S. Federal Place, Suite 207

Santa Fe, NM 87501

**TO BE COMPLETED BY FNS REGIONAL OFFICE:**

*FNS Regional Offices are requested to ensure the questions have been adequately addressed by the State agency and formulate an opinion and justification for a response to the waiver request based on their knowledge, experience and work with the State.*

**Date request was received at Regional Office:**

* **Check this box to confirm that the State agency has provided public notice in accordance with Section 12(l)(1)(A)(ii) of the NSLA**
* **Regional Office Analysis and Recommendations:**

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| ApprovedEffective date of approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DeniedReason for denial: |