



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
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[www.ped.state.nm.us](http://www.ped.state.nm.us)

HANNA SKANDERA  
SECRETARY OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

August 20, 2014

Mr. Efren Yturralde  
Superintendent  
Gadsden Independent Schools  
P.O. Drawer 70  
Anthony, NM 88021

Dear Mr. Yturralde:

Gadsden Independent Schools has been awarded **\$70,910.00** to fund the Elementary Breakfast Program in accordance with 6.12.9 of the New Mexico Administrative Code (NMAC). The following elementary school(s) has/have been awarded funding:

<b>Elementary School(s)</b>	<b>Amount</b>
Anthony Elementary	\$1,778.00
Berino Elementary	\$3,156.00
Chaparral Elementary	\$8,334.00
Desert Trails Elementary	\$21,152.00
Desert View Elementary	\$554.00
Gadsden Elementary	\$872.00
La Union Elementary	\$2,992.00
Loma Linda Elementary	\$2,511.00
Mesquite Elementary	\$719.00
North Valley Elementary	\$5,750.00
Riverside Elementary	\$776.00
Santa Teresa Elementary	\$7,428.00
Sunland Park Elementary	\$4,295.00
Sunrise Elementary	\$8,555.00
Vado Elementary	\$2,038.00

The award funding must be used as specified by the NMAC rules and approved through the Public Education Department's (PED) Coordinated School Health and Wellness Bureau.

The Elementary Breakfast Program funds are paid on a request-for-reimbursement (RFR) basis. In order to participate in the program, financial transactions requiring budget approval and RFR's must be entered into the PED Operating Budget Management Systems (OBMS). Reimbursement totals are based on a per-meal United States Department of Agriculture (USDA) reimbursement rate defrayment. RFR totals are calculated with the Breakfast after the Bell (BAB) Invoice Spreadsheet. This spreadsheet along with the system-generated expenditure report must be submitted through OBMS by the 10<sup>th</sup> of each month for the previous month's activity.

To budget and request reimbursement, please complete the following steps:

1. Fill out the attached assurance form and email a signed copy to David Padilla, Business Operations Specialist at [davidv.padilla@state.nm.us](mailto:davidv.padilla@state.nm.us) by August 31, 2014.
2. Visit the PED OBMS website to submit an electronic Budget Adjustment Request (BAR). The flowthrough BAR process is located on the PED website at <http://ped.state.nm.us/ped/fiscalgrantsmgmntindex.html>.
3. Please submit an electronic BAR in the amount of **\$70,910.00** utilizing **27155** (Fund Code) and **43202** (Revenue Code) by September 30, 2014.
4. Requests for reimbursement must be submitted through OBMS with the complete BAB invoice and system-generated expenditure report. The first RFR submission should be submitted before October 10, 2014.

The funding for this state allocation expires June 30, 2015. The submission deadline for final requests for reimbursement is July 7, 2015. No extensions are permitted.

The state reserves the right to rescind the LEA's initial allocation amount and redistribute the allocated funds to LEA's that do not meet BAR, monthly RFR deadlines, or intended use of the funding.

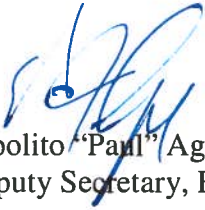
6.12.9 of the NMAC states when 85% or more of an elementary school's enrolled students are eligible for free or reduced-price lunches during the prior school year, the school must do the following:

1. Provide breakfast after the instructional day has begun unless a waiver is granted by PED (6.12.9.9 NMAC); and
2. ensure that instruction is occurring simultaneously while breakfast is being served or consumed.

To apply for a waiver, please contact Michael Chavez at [michaela.chavez@state.nm.us](mailto:michaela.chavez@state.nm.us) or (505) 827-1821. Waivers can only be granted based on financial hardships to those schools with less than 85% Free and Reduced Lunch Percentage. Waiver requests must be submitted by September 30, 2014. The Waiver Form can be accessed at <http://ped.state.nm.us/nutrition/index.html>.

If you have questions, please feel free to contact David Padilla, Business Operations Specialist at davidv.padilla@state.nm.us or (505) 827-3705. For questions about the BAR process or financial procedures contact Ms. Susan Lucero, Fiscal Grants Management, at [susan.lucero@state.nm.us](mailto:susan.lucero@state.nm.us) or (505) 827-3848.

Best regards,



Hipolito "Paul" Aguilar  
Deputy Secretary, Finance & Operations

HA/DH/dvp

Enclosure (1): Assurance Form  
(2): Waiver Request

cc: Hanna Skandera, Secretary of Education  
Denise Koscielniak, Director, Federal Programs  
Dean Hopper, M.A. Ed., Director, Coordinated School Health & Wellness Bureau  
Michael A. Chavez, Staff Manager, Coordinated School Health & Wellness Bureau  
Susan Lucero, Bureau Chief, Fiscal Grants Management