



SNP Administrative Review Findings
Program Year 2017

Windward Nazarene Academy PS (1438-9)

Windward Nazarene Academy PS (1438-9)
45-232 Puaae Road
Kane'ohe, HI 96744

Food Service Contact
Head Chef
(808) 235-8787

Executive Contact
School Administrator
(808) 235-8787

No. of Sites / Reviewed: 1 / 1

Certification and Benefit Issuance - Windward Nazarene Academy PS (1438-9)

126. *Certification Benefits/Issuance Review Method, applications correctly approved?*

Based on the selected students, eligibility determination errors were found, as listed on the SFA-1.

Corrective Action:

One application that was missing the SS# was processed.

CA: Complete the application by obtaining the SS# from the parent.

Resource Management Comprehensive Review - Windward Nazarene Academy PS (1438-9)

755. *Allowable expenses*

Based on the SFA's accounting records for the most recently completed program year (SY15-16) general expenses charged to the nonprofit school foodservice account were not reasonable, necessary and/or allowable.

Corrective Action:

Provide an SOP of how these costs will be separated.

Implement SOP.

Technical Assistance:

SA provided technical assistance to the accounting department to review the invoices from the food service manager. The accountant didn't realize they could not charge the nonprofit food service account for foods for breakfast and the extra morning snack.

General Program Compliance - Windward Nazarene Academy PS (1438-9)

810. *Non-discrimination on appropriate Program materials?*

Issue: The incorrect nondiscrimination statement is on the printed menu. This is a repeat violation. The correct statement is: This institution is an equal opportunity provider.

Corrective Action:

Corrective Action Needed:

1. Correct the nondiscrimination statement on all menus that are posted (lunch and snack if applicable).
2. Submit to HCNP a copy of all corrected menus for February 2017.

1221. *Validate OFS #1210 - Employees outside of the School Nutrition Program with School Nutrition Program duties receive training?*

Issue: There are no training records for the part time staff (teachers, aides) that complete the point of service meal counting. Non nutrition staff with less than 20 hours per week of duties related to the nutrition program are required to have 4 hours of annual training related to the program on record.



Program Year 2017

Corrective Action:

Corrective Action Needed:

1. Submit to HCNP the SFA plan to complete the 4 hours of required training for all staff with less than 20 hours per week of duties related to the nutrition program.

1502. Records maintained for PLE and revenue from nonprogram foods?

Issue: An employee was given reimbursement for food items but no sales receipt was provided, only a handwritten statement with a list and prices of what was purchased. The SFA has already transferred \$18,912.25 from the general funds to cover the cost of non-program foods.

Corrective Action:

Corrective Action Needed:

1. Write an SOP with the policy and directions on reimbursement for NSLP purchases including employee reimbursement.
2. Implement the SOP.
3. Submit a copy of the SOP to HCNP.

1502. Records maintained for PLE and revenue from nonprogram foods?

Issue: The Annual Financial Report was incorrect in that it did not include the revenue from USDA Commodities and DOD Fresh.

Corrective Action:

Corrective Action Needed:

The Annual Financial Report was corrected during the onsite Administrative Review.

1502. Records maintained for PLE and revenue from nonprogram foods?

Issue: Unallowable costs are being charged to the nonprofit school food service account (examples: Meadow Gold POG and breakfast items). The SFA has already transferred \$18,912.25 from the general funds to cover the cost of non-program foods.

Corrective Action:

Corrective Action Needed:

1. Write a Standard Operating Procedure (SOP) with directions on separating NSLP food cost and nonprogram food costs in the accounting system.
2. Implement the SOP.
3. Submit a copy of the SOP to HCNP.



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Meal Components & Quantities - Windward Nazarene Academy (809-PS)

403. DOR - two varieties of milk available, allowable substitutions? Enter data.

Issue: Water was being served to the students before the milk was offered. Milk can be refused as part of Offer vs Serve, but this practice gives the appearance of promoting water over milk.

Corrective Action:

Corrective Action Needed:

1. Change the practice of providing water first to the students.
2. Describe to HCNP how and when this was changed.

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Productions records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. Issue: For the month of review, the following issues were noted on the production records:

1. Week 1, day 1, the meatballs were incorrectly credited, during the day of review, it was discovered that a different product was being used and it was incorrectly credited as well.
 2. Week 1, day 2, the tator tots were incorrectly credited: 4 pieces = 1/4 cup not 1/8 cup.
 3. Week 1, day 3, the hot dog bun was credited incorrectly as 2 grain equivalents, but it should be 1.5 grain equivalents.
 4. Week 2, day 1, the pasta for the pasta salad is missing on the production record.
- Numbers 1 and 3 made the week short on meat and grain components for the week.

Corrective Action:

Corrective Action Needed:

1. Correct the menus and production records for all affected days.
2. Submit to HCNP copies of the corrected menus and production records.
3. Submit copies of food labels for the corrected menus if applicable.

Technical Assistance:

The school was provided technical assistance during the on-site visit.

General Program Compliance - Windward Nazarene Academy (809-PS)

1105. Foods sold to students during school day meet Smart Snacks standards?

Some foods and beverages sold to students during the school day including a la carte foods and beverages sold during meal services and including food items sold during non-exempt fundraisers do not meet Smart Snacks standards. Issue: Four smoothie recipes were provided for smoothies that are sold on campus during the school day. Analysis of three of the recipes resulted in a 12 ounce serving exceeding the 200 calorie limit. The Acai smoothie was below the 200 calorie threshold.



Corrective Action:

Corrective Action Needed:

Notify HCNP of the SFA decision regarding bringing the smoothies into the smart snacks compliance. Some options include changing the recipes, selling the product ½ hour after the end of the school day or making the portion smaller. If the recipes are changed, submit to HCNP a nutrient analysis of each recipe.

1408. Storage violations observed, on-site, off-site?

Issue: Food items in the refrigerator and freezer are not labeled or dated. This includes food items in plastic wrap, plastic containers and condiment bottles.

Corrective Action:

Corrective Action Needed:

1. Review the SOP for Storing Food. If this statement is not in the SOP, add it: Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after a package is opened.
2. Describe to HCNP the procedure that will be used to ensure this SOP is being followed.
3. Describe to HCNP the procedure that will be used to ensure food items are labeled and dated.

1408. Storage violations observed, on-site, off-site?

The SFA must ensure that all of its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. Issue: Food items, storage containers and cookware are not being stored at least 6 inches off the floor. This is a repeat violation.

Corrective Action:

Corrective Action Needed:

1. Review the SOP for Storing Food. If it does not include a statement about storing food items at least 6 inches off the floor, add the statement: Keep all food items on shelves that are at least 6" above the floor to facilitate air circulation and proper cleaning.
2. Describe to HCNP the procedure that will be used to ensure this SOP is being followed.