



Program Year 2017

Ke Kula Ni'ihau O Kekaha Learning Center
PCS (4407-5)
8135 Kekaha Rd
Kekaha, HI 96752

Food Service Contact
Head Chef
(808) 337-0481

Executive Contact
Administrator
(808) 337-0481

No. of Sites / Reviewed: 1 / 1
Month of Review: November 2016

Resource Management Comprehensive Review - Ke Kula Ni'ihau O Kekaha Learning Center PCS (4407-5)

755. Allowable expenses

Finding 9000: Resource Management/Fiscal

Issue: The receipt for a transaction recorded in the general ledger is missing.

Corrective Action:

Submit to HCNP a copy of the missing receipt.

755. Allowable expenses

Finding 9117: Unallowable general expenses charged to the nonprofit school food service account. *Repeat Finding

Corrective Action: During the On-site review the SFA removed the charges from the nonprofit food service account and reprinted the general ledger and profit and loss statement. The SFA also revised the AFR.

Technical Assistance:

Spoke to Food service manager and financial manager about reviewing the receipts for unallowable costs.

General Program Compliance - Ke Kula Ni'ihau O Kekaha Learning Center PCS (4407-5)

810. Non-discrimination on appropriate Program materials?

Finding 9000: Civil Rights

Issue: The forms and information in the Civil Rights manual were not current.

Corrective Action:

The manual was updated during the Administrative Review and the most recent information was added.
No further action is needed.

1216. Validate OFS #1204 - Did the School Nutrition Director meet annual training requirements?

Finding 9000: Professional Standards

The SFA does not have records showing the Food Service Director/Manager has completed the required 12 hours of training for this school year.

Corrective Action:

1. Submit to HCNP a copy of all the training hours completed by the Food Service Director/Manager.



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2. Describe to HCNP the plan for the Food Service Director/Manager to complete the required training hours if 12 hours have not been met this school year.

1219. Frequency of tracking training hours

Finding 9000: Professional Standards

The SFA is not maintaining a training log that shows how each food service employee is completing the required training hours for each school year.

Corrective Action:

1. Establish how the required training hours will be recorded and maintained for each appropriate food service employee.
2. Submit to HCNP a description of the plan and, if appropriate, a copy of the log or document that will be used.

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Center (556-PCS)
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Month of Review: November 2016

Date of Onsite Review: December 8, 2016

Meal Counting & Claiming - Ke Kula Ni'ihau O Kekaha Learning Center (556-PCS)

325. Review Period meal counts by category correctly used in the claim? Enter data.

Finding 9000: Meal Counting and Claiming *Repeat Finding

The claim for the Month of Review was underclaimed by 5 breakfast meals and 50 lunch meals. This is a repeat finding from the SY 15-16 review.

Corrective Action:

1. The SFA was allowed to adjust the claim.
2. The SFA is interested in an electronic POS system for counting meals. (There is a system available on the island of Kauai that the SFA may be able to acquire.)
3. If the SFA cannot get an electronic POS, describe to HCNP the procedures that will be followed to insure the claims are accurate.

Meal Components & Quantities - Ke Kula Ni'ihau O Kekaha Learning Center (556-PCS)

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s). Neither the breakfast or lunch menus were posted in the meal service area.

Corrective Action:

Describe to HCNP the plan to always have the breakfast and lunch menus posted in the meal service area.

Technical Assistance:

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



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500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

Finding 9000: Offer Vs Serve

The food service employees need additional training on Offer VS Serve

Corrective Action:

Have all food service employees complete an Offer Vs. Serve activity.

Submit to HCNP copies of the OVS activities with the answers.

Technical Assistance:

Provided TA on OVS requirements. It appears that students and staff do not understand OVS requirements. Staff thought that students were required to take the grain component at lunch. Students need additional training on OVS. It was observed that students took the fruit and would then place the fruit on the sharing table even though the meal was reimbursable without the fruit.

General Program Compliance - Ke Kula Ni'ihau O Kekaha Learning Center (556-PCS)

1403. Food safety plan - written, copy available?

Finding 9000: Food Safety

The Food Safety Plan is missing the following necessary Standard Operating Procedures (SOPs): Receiving Deliveries, Storing Food, Preventing Cross-Contamination During Storage and Preparation, and Preventing Contamination at Food Bars.

Corrective Action:

1. Add the SOPs to the Food Safety Plan. These SOPs can be found on the HCNP website:<http://hcnp.hawaii.gov/overview/nsfp/>
2. Read, Sign and Implement the SOPs.
3. Submit to HCNP copies of the signed SOPs.

1403. Food safety plan - written, copy available?

Finding 9000: Food Safety

The Standard Operating Procedures (SOPs) in the Food Safety Plan have not been signed or dated as having been read or implemented.

Corrective Action:

Submit to HCNP copies of the Food Safety SOPs that have been signed and dated.

1406. SFA written food safety plan implemented?

Finding 9000: Food Safety

Canned goods are not dated with a receive date. A pan of fish in the freezer was not covered or dated.

Corrective Action:

1. Implement a dating marking system for all food items. (See the SOP for Receiving Deliveries)
2. Describe to HCNP the procedure that will be used to date mark food items.

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



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Finding 9000: Food Safety

Issue: Ants were observed in several locations in the kitchen.

Corrective Action:

Describe to HCNP the SFA plan to eliminate the ants in the kitchen.

1503. Records retained for 3 years?

Finding 9000: Reporting and Recordkeeping

Records for the meal program are not being kept for the required amount of time (3 years plus the current year). Some production records for the past year are missing.

Corrective Action:

Describe to HCNP the plan for keeping the meal program records the required length of time.