



SNP Administrative Review Findings

Laupahoehoe Community PCS (2418-0)

Program Year 2017

Laupahoehoe Community PCS (2418-0)  
35-2065 Old Mamalahoa Hwy  
Laupahoehoe, HI 96764-0189

Food Service Contact  
Cafeteria Manager  
(808) 962-2200

Executive Contact  
Director  
(808) 962-2200

No. of Sites / Reviewed: 1 / 1  
Month of Review: March 2017

Resource Management - Laupahoehoe Community PCS (2418-0)

705. Procedures to ensure that only allowable costs were charged to the nonprofit school food service account?

**Finding 9000: Resource Management**

Issue: The Annual Financial Report (AFR) that was submitted to HCNP did not have the USDA Food value and the general funds transfer included in the report.

**Corrective Action:**

Corrective Action Needed:

1. Correct the AFR.
2. Resubmit the AFR to HCNP.

705. Procedures to ensure that only allowable costs were charged to the nonprofit school food service account?

**Finding 9000: Resource Management**

Unallowable costs were being charged to the nonprofit food service account (Haupia mix, passion orange juice, iced tea).

**Corrective Action:**

1. Remove unallowable costs from the nonprofit food service account.
2. Submit to HCNP copies of the documents showing this has been done.

General Program Compliance - Laupahoehoe Community PCS (2418-0)

810. Non-discrimination on appropriate Program materials?

**Finding 9000: Civil Rights**

Issue: The Civil Rights binder contains outdated non-discrimination procedures and complaint forms. The complaint log does not contain all the necessary information (date the complaint was received, forwarded and resolved).

**Corrective Action:**

Corrective Action Needed:

1. Discard outdated, unused forms. (Keep completed past forms for 3 years plus the current year.)
2. Update Civil Rights binder with current forms and non-discrimination procedures.
3. Notify HCNP that this has been completed.

1218. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?

**Finding 9000: Professional Standards**

Issue: Training logs have not been established or maintained for the nutrition staff. It is difficult to determine if the required training hours have been met for all appropriate staff.

**Corrective Action:**

Corrective Action Needed:



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1. Establish a training log for tracking all nutrition staff training hours. This can be either one log with all employees listed on it or one log for each employee.
2. Submit to HCNP a copy of the training log that will be used.

**Technical Assistance:**

Response/Plan/Action: Compiled 2016-2017 trainings on to one spreadsheet. This log will be used for all future trainings.

1400. Food safety plan – contain required elements, copy available at each school?

**Finding 9000: Food Safety**

Issue: 1. The Food Safety Plan has not been completed. There is no indication it has been reviewed or implemented.  
2. An employee was observed mopping up a spill in the cafeteria and then restocking the forks for students' use without washing her hands or using disposable gloves.

**Corrective Action:**

Corrective Action Needed:

1. Complete the Food Safety Plan. Review the template and fill in the required information.
2. Review, train on and implement the Food Safety Standard Operating Procedures (SOPs) with all kitchen staff and employees that help in the dining area.
3. Submit to HCNP copies of training documents for the Food Safety Plan including agenda and sign in sheets.

Meal Counting & Claiming - Laupahoehoe Community (377-PCS)

318. DOR - accurate meal counts by category at POS? Enter data.

**Finding 9000: Meal Counting**

Issue: The meals for the SPED preschool students were marked as served before they had been served. The requirement is that meals must be counted at the "point of service", meaning that it cannot be recorded until the student actually has the meal.

**Corrective Action:**

Corrective Action Needed:

1. Write a meal counting procedure for use in all meal counting locations.
2. Train all appropriate staff on the procedure.
3. Submit to HCNP a copy of the meal counting procedure.
4. Submit to HCNP copies of training documents including the agenda and sign in forms for this procedure.

Meal Components & Quantities - Laupahoehoe Community (377-PCS)

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

**Finding 9000: Production Records**

Issue: The following issues were observed on the production records:

1. The production records for the week of review do not have all the preschool menu items listed on them.
2. On the menu day "Chicken and Mash Bowl" only one ounce equivalent of grain is listed. Grades 9-12 must have 2 ounce



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grain equivalent per day.

3. The actual served for each grade group is not being recorded.
4. Condiments are not always listed on the production records.
5. Substitutions are not being recorded on the production record.

**Corrective Action:**

Corrective Action Needed:

Submit to HCNP copies of 2 weeks of accurately completed production records for breakfast and lunch.

General Program Compliance - Laupahoehoe Community (377-PCS)

*1404. Food safety inspection dates?*

**Finding 9146: Less than 2 food safety inspections were done in the current school year and no documentation that 2 inspections have been requested.**

Only one sanitation inspection has been completed for this school year. Two inspections are required per school year.

**Corrective Action:**

1. Request the second sanitation inspection from the Health Department. A template letter is on the HCNP website.
2. Submit to HCNP a copy of the second sanitation report or a copy of the letter requesting the inspection.

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

**Finding 9000: Food Safety**

Issue: There is no sanitizer log being kept for the sanitizing water where utensils and pans are washed.

**Corrective Action:**

Corrective Action Needed:

1. Establish a sanitizing log for the sanitizing water.
2. Train on and implement the use of the sanitizing log.
3. Submit to HCNP a copy of the sanitizing log that has been completed for 2 weeks.

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

**Finding 9150: Storage violations were observed.**

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 are not being dated so it is unclear if First In/First Out (FIFO) is being followed.

**Corrective Action:**

Corrective Action Needed:

1. Review the SOPs related to Date Marking Food, Receiving Deliveries and Storing Food.
2. Implement the SOPs.
3. Describe to HCNP how FIFO will be followed.