



Program Year 2017

Waimea Middle Public Conversion Charter School (2416-3)
67-1229 Mamalahoa Hwy
Kamuela, HI 96743-8429

Food Service Contact

OA VI /NSLP Coordinator
(808) 887-6090
FSMC: Waimea Elementary School

Executive Contact

Principal
(808) 887-6090

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

Certification and Benefit Issuance - Waimea Middle Public Conversion Charter School (2416-3)

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

Finding 9000: Certification and Benefit Issuance - Other Finding

One student, was receiving free meal benefits; however there was no approved application on file for this student. This student should have paid status.

Corrective Action:

1. Notify the household in writing of the change in status. Give 10 calendar days' notice before making the change in the Point of Service (POS) system.
2. At the appropriate time, change the status in the POS.
3. Submit to HNCP copies of the letter of notification to the household.
4. Submit to HCNP a copy of the POS showing the change.

127. Correct income eligibility guidelines used to certify applications?

Finding 9000: Certification and Benefit Issuance - Other Finding

One meal application was submitted on the SY 15-16 form.

Corrective Action:

1. Discard old applications at the end of the school year and before accepting new applications.
2. Notify HCNP the procedure that will be followed to ensure old meal applications are discarded.

127. Correct income eligibility guidelines used to certify applications?

Finding 9000: Certification and Benefit Issuance - Other Finding

The SFA states it allows a 10 day carry over from the previous year for meal benefit status. The requirement per the Eligibility Manual for School Meals is to extend 30 operating days as the carry over period honoring the previous year's meal benefit status.

Corrective Action:

1. Change the school's policy on the carry over period for school meal benefits to match the USDA requirements.
2. Notify HCNP that this has been changed.
3. Submit to HCNP copies of all appropriate written documents that show the policy has been changed.

Verification - Waimea Middle Public Conversion Charter School (2416-3)

212. Household failed to respond to verification request - SFA follow-up?



Program Year 2017

Finding 9000: Verification - Other Finding

The verification official is not adequately trained on the verification process.

2. One of the applications selected for verification was not confirmed. This is a requirement in the verification process.
3. The 742, Verification Collection Report was incorrectly completed. One of the results was reported as "Responded, changed to Paid," but it should have been "Not Responded, changed to Paid."
4. Documentation of the verification notification and the follow-up requirements were inadequate (Copies of letters were not available).

Corrective Action:

1. Assure HCNP that the verification official will attend HCNP training on the verification process.
2. Assure HCNP that the SFA will maintain documentation of the verification training for the verifying official.
(A training powerpoint presentation on Verification can be found on the Hawaii Child Nutrition Programs website:
<http://hcnp.hawaii.gov/overview/nslp/>)

214. Student eligibility change due to verification – update Benefits Issuance list?

Finding 9046: Change in student benefit levels due to Verification results not updated as required.

For students whose eligibility changed due to Verification, the SFA did not update the eligibility status on the benefit issuance document(s) according to regulations. One of the applications selected for verification was initially verified correctly. The family did not respond and the benefit was changed to denied. The family submitted a second application but did not provide adequate verification documents so the status was still denied. The family submitted a third application with copies of checks, but no information on the pay period and hours being paid for. The SFA accepted this information incorrectly and changed to status to reduced-price.

Corrective Action:

1. Notify the household in writing of the error and request the correct verification documents.
2. Notify the household in writing of the date the status will be changed to paid. Give the household 10 calendar days.
3. Change the status in the POS on the designated date.
4. Submit to HNCP copies of the letter of notification to the household.
5. Submit to HCNP a copy of the POS showing the change.
6. If the family submits correct verification documents, submit to HNCP copies of the documents , a copy of the meal application, a copy of the letter to the family notifying them of the status and a copy of the POS showing the correct meal benefit.

General Program Compliance - Waimea Middle Public Conversion Charter School (2416-3)

808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?

Finding 9000: Civil Rights - Other Finding

One meal clerk was informing students during the meal service of the balance in their meal account. One student was informed he had no money in his account. Also, the meal clerks sit in a position where students entering the meal service area can see the computer screen with the students' account information on it. This is overt identification and violates the civil rights protections of the NSLP.

Corrective Action:

1. Write a procedure for notifying students of their meal account balances that does not overtly identify the student's meal benefit status.
2. Implement the procedure.
3. Submit to HCNP a copy of the procedure and the date it was implemented.
4. Reposition the meal clerk and the computer screen or use a privacy screen so that students cannot see the student meal account information.



Program Year 2017

5. Notify HCNP of what change the SFA made to prevent the computer screen from being seen by the students during the meal service.

808. *On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?*

Finding 9000: Civil Rights - Other Finding

The Civil Rights manual contained outdated forms.

Corrective Action:

Update the Civil Rights manual with the current forms.

1219. *Frequency of tracking training hours*

Finding 9000: Professional Standards - Other Finding

Only one person with the nutrition program responsibilities has a record of training hours. All staff with duties related to the nutrition program need to have training and a record of the training hours.

Corrective Action:

1. Establish a log to track the training hours for all staff with duties related to the nutrition program.
2. Submit to HCNP a copy of the training log.

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

Finding 9000: Food Safety - Other Finding

The SFA does not have adequate food safety procedures in place for the Fresh Fruit and Vegetable Program, the Afterschool Snack Program, and bagged meals. The SFA presently only participates in the Fresh Fruit and Vegetable Program.

Corrective Action:

1. Write Food Safety Standard Operating Procedures (SOP) for the Fresh Fruit and Vegetable Program.
2. Train appropriate staff and implement the SOP.
3. Submit a copy of the SOP and the training records to HCNP.



Program Year 2017

Waimea Middle Public Conversion
Charter School (394-PCS)
67-1229 Mamalahoa Hwy
Kamuela, HI 96743-8429

Food Service Contact
Cafeteria manager
(808) 887-6099

Month of Review: January 2017

Meal Components & Quantities - Waimea Middle Public Conversion Charter School (394-PCS)

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

Finding 9000: Menu signage - Other Finding

The posted menus (on the website and paper copies in the cafeteria) are incorrectly written. All of the meal components make up the menu. There is no "OR"

Corrective Action:

1. Correct the way the menu is written.
2. Post a correctly written menu in all areas where a menu is posted or distributed.
3. Submit to HCNP a copy of the corrected menu for March 2017.

501. Cafeteria staff trained on OVS?

Finding 9000: Offer Vs. Serve (OVS) - Other Finding

There was confusion on whether or not the SFA is participating in OVS for breakfast. The application with HCNP indicates the SFA is participating at breakfast and in practice they were, but the meal clerk was not sure.

Corrective Action:

1. Complete the above required training on OVS.
2. Correct the menu so that it is clear to staff and students on what the requirements for OVS are.
3. Describe to HCNP how the students are trained on OVS.

501. Cafeteria staff trained on OVS?

Finding 9079: Cafeteria staff have not been adequately trained on requirements and implementation of Offer vs. Serve.

The meal clerks could not accurately answer questions about OVS.

Corrective Action:

1. Train/retrain all meal staff that participate in meal counting on OVS. The Hawaii Child Nutrition Programs website has a powerpoint on OVS that can be used: <http://hcnp.hawaii.gov/training-resources/>
2. Submit to HCNP copies of the training records on OVS, including sign in sheets and agenda.

Technical Assistance:

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

General Program Compliance - Waimea Middle Public Conversion Charter School (394-PCS)



Program Year 2017

1404. *Food safety inspection dates?*

Finding 9000: Food Safety - Other Finding

Only one sanitation inspection has been completed this year.

Corrective Action:

1. Submit a request for the second sanitation inspection.
2. Submit to HCNP a copy of the request for the second inspection.