



SNP Administrative Review Findings

Ka'u Learning Academy (2419-8)

Program Year 2017

Ka'u Learning Academy (2419-8)

94-1581 Kaulua Circle
Naalehu, HI 96772

Food Service Contact

Cafeteria Manager
(808) 498-0761

Executive Contact

Director
(808) 213-1097

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

Meal Counting & Claiming - Ka'u Learning Academy (2419-8)

313. *On-site observation validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions?*

Finding 9000: Other Finding

It was reported to reviewers that some students give food that they do not want to one of the teaching staff. The school provides meals at no charge to adult staff. Meals for students are for students only.

Corrective Action:

- 1.The practice by the students described above must be stopped.
- 2.Submit to HCNP the SFA's policy on adult meals.
- 3.Provide documentation to show what has been communicated with the students and the staff about the student meals and adult meals.

General Program Compliance - Ka'u Learning Academy (2419-8)

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

Finding 9000: Other Finding

The SFA does not have a copy of the Nondiscrimination Procedures (Form O-4) with their Civil Rights materials.

Corrective Action:

- 1.Print the Nondiscrimination Procedures (O-4) from the HCNP website: <http://hcnp.hawaii.gov/overview/nslp/> Click on "Civil Rights". Then click on "Civil Rights Procedures" and include this document with the SFA's Civil Rights materials.
- 2.Assure HCNP the Nondiscrimination Procedures were added to the Civil Rights materials.

1219. *Frequency of tracking training hours*

Finding 9000: Other Finding

- 1.The SFA is not maintaining a tracking log of the training records for all nutrition program employees.
- 2.Two part-time staff have not met the training requirement of four hours for SY 16-17 (each need two more hours of training).
- 3.The SFA hired their current food service director after July 1, 2015 who did not meet the professional standards hiring requirements. The SFA did not obtain HCNP's approval prior to hiring the food service director.

Corrective Action:

- 1.Maintain a training tracking log to document the number of training hours each nutrition program employee has completed each school year. HCNP's Training Tracker Tool was emailed to the SFA on 2/10/17.
- 2.Submit the completed Training Tracker Tool for all nutrition program employees.
- 3.Describe to HCNP the plan for the two part-time staff to each complete two or more hours of training by the end of the school year.
- 4.Assure HCNP that when the SFA is in the process of hiring a new food service director and the candidate does not meet the professional standards hiring requirements, the SFA will seek HCNP's approval prior to hiring the candidate. The Professional Standards for All School Nutrition Program Employees flyer is available at:



https://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf

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

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements:

- 1.The Food Safety Plan is incomplete. The SFA only has the Standard Operating Procedures (SOPs).
- 2.Documentation is not being maintained to show that the Food Safety Plan is being reviewed annually and that all staff are trained on the SOPs annually.

Corrective Action:

- 1.Complete the food safety plan. A template for self-prep is available on HCNP's website at: <http://hcnp.hawaii.gov/>
- 2.Provide the date when the food safety plan has been completed. This includes completing the food safety plan template and that the SOPs have been reviewed, signed, and dated.
- 3.Assure HCNP that the food safety plan will be reviewed annually and all appropriate staff will be trained and documented annually.

1500. Reports submitted to State agency as required?

Finding 9000: Other Finding

The AFR was not completed correctly. The AFR did not match the SFA's General Ledger and Profit and Loss Statement.

Corrective Action:

- 1.Revise the AFR to match the SFA's General Ledger and Profit and Loss Statement.
- 2.Submit a copy of the revised AFR to HCNP.

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

Finding 9000: Other Finding

The NPR tool was not completed correctly. The number of adult breakfast and lunch meals that were served was not included in the NPR tool.

Corrective Action:

- 1.Revise the NPR tool by adding the number of adult breakfast and lunch meals that were served.
- 2.Submit to HCNP a copy of the revised NPR tool.



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Kau Learning Academy (552-PCS)

Food Service Contact

94-1581 Kaulua Circle
Naalehu, HI 96772

Cafeteria Manager
(808) 498-0761

Month of Review: February 2017

Date of Onsite Review: March 2, 2017

Meal Components & Quantities - Kau Learning Academy (552-PCS)

402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data

Finding 9000: Other Finding

Kalua pork appears to have been cut into pieces that were not uniform in size. The pork was served with tongs which resulted in some students receiving a larger portion of pork than other students.

Corrective Action:

Describe to HCNP how the SFA will serve kalua pork with a serving utensil that will provide a standard measurement.

Suggestion: Shred the kalua pork and use a standardized serving utensil such as a spoodle to serve each student the same amount of kalua pork. Start by portioning kalua pork with a 2 oz spoodle. Then weigh the amount of meat to determine whether it measures a 2 oz portion of meat as specified on Kau's production record. Repeat this process several times to ensure the serving utensil measures the appropriate amount of meat. If the 2 oz spoodle does not measure the desired amount of meat, then use the appropriate spoodle that has been determined to measure 2 oz of meat.

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

Finding 9000: Other Finding

The SFA has shelf-stable milk for emergency purposes (2% strawberry milk and 1% white milk).

Two percent milk is not allowed and flavored milk must be nonfat. Therefore, 2% strawberry milk is not acceptable. The types of milk that are allowable are 1% (unflavored) or nonfat (flavored or unflavored).

Corrective Action:

- 1.The 2% strawberry milk is not an acceptable milk type. Describe to HCNP which milk types will be available for emergency purposes.
- 2.The 2% strawberry milk is an unallowable cost. Remove the unallowable cost from the general ledger. Submit the revised general ledger and revised Annual Financial Report.

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

Finding 9053: Milk variety not offered throughout serving period on Day of Review.

The SFA did not have two types of milk available throughout the breakfast meal service. The SFA did not have 1% white milk available during the middle of the breakfast meal service which resulted in two students not having a choice of milk. After the meal clerk was informed that two milk types must be available to all students, the SFA brought out more 1% white milk.

Not having two milk types available is a repeat finding. This was identified in the AR conducted in SY 15-16. Two meals will be disallowed.

Corrective Action:

Describe to HCNP how the SFA will ensure that two varieties of milk will be available to all students during breakfast and lunch meal service.



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Technical Assistance:

The school was advised and given the opportunity to add another type of milk to meal service line(s) when it was observed that only one type of milk was being offered.

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

Finding 9000: Other Finding

Production records are not being completed correctly:

1. The crediting information is not correct for grains and meat/meat alternate (hot dog bun, hamburger bun, dinner roll, ham, turkey, roast beef)
2. Leftovers are not documented
3. Temperatures of cold food are not documented
4. Amount of food prepared is being rounded down instead of up (for example, on 2/6/17, 1 can of corn was used to prepare 85 lunches. The SFA needed to use a little more than one can of corn to provide 85 (1/8 cup) servings of corn.)

Technical assistance was provided to the SFA on how to correctly credit the grains and meat/meat alternate and on how to complete the production record.

Corrective Action:

Submit to HCNP two weeks of fully completed production records in the month of March/April that reflect the revised cycle menus and show all of the issues above are being completed correctly.

1. Remember for the amount of food prepared, round up (do not round down) to ensure enough food is prepared for the planned number of meals.
2. If two full weeks are not submitted due to a holiday/no school, submit the production record template for the day there was no meal service to show what would have been served.

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

Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.

The week of 2/6 – 2/10/17 was selected for review. This week did not meet the meal pattern requirements. The following issues were found:

Breakfast:

1. The whole grain-rich requirement was not met on 2/9/17 (bagel is not whole grain-rich).

Lunch:

2. The daily vegetable requirement was not met on 2/6/17 (short 1/8 cup).
3. The weekly vegetable requirement was not met (short 1/8 cup).
4. The weekly meat/meat alternate requirement was not met (short 0.25 oz eq).
5. The whole grain-rich requirement was not met on 2/6/17 (sandwich bread is not whole grain-rich) and 2/8/17 (hot dog bun is not whole grain-rich).

The review period was expanded to the entire month of February. The SFA has a one week cycle menu for breakfast and a two week cycle menu for lunch. The following issues were found:

Breakfast:

1. The whole grain-rich requirement was not met on 2/13/17 (Fruit Loops is not whole grain-rich) and 2/16/17 (bagel is not whole grain-rich).

Lunch:

1. The daily vegetable requirement was not met on 2/2/17 (short ¼ cup), 2/13/17 (short 1/8 cup) and 2/16/17 (short 1/4 cup).
2. The weekly vegetable requirement was not met the week of 2/13 – 2/17/17 (short 3/8 cup).



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3.The whole grain-rich requirement was not met on 2/13/17 (sandwich bread is not whole grain-rich).

Information on the hamburger patties and pot roast were not provided as requested.

Not meeting the quantity requirements and whole grain-rich requirements are repeat violations. These were identified in the AR conducted in SY 15-16. Lunches served on 2/9/17 will be disallowed. Breakfasts served on 2/10/17 will be disallowed.

Technical assistance was provided on how to read the product formulation statements, how much corn chowder to serve to meet the daily vegetable requirement, using the proper serving utensil to serve the refried beans (a #8 disher cannot be used to serve ¾ cup of refried beans), and how to read the ingredient list to determine if a product is whole grain-rich.

Corrective Action:

- 1.Revise the lunch cycle menu to meet the meal pattern requirements.
- 2.Specify which cereal(s) will be served at breakfast since the Fruit Loops is not whole grain-rich.
- 3.Complete the HCNP Menu Planning Template and USDA Certification Worksheet for each week of the revised lunch cycle menu.

HCNP Menu Planning Template is available at: <http://hcnp.hawaii.gov/overview/nslp/>

USDA Certification Worksheets are available at: <https://www.fns.usda.gov/school-meals/certification-compliance>

- 4.Submit to HCNP the completed HCNP Menu Planning Templates and USDA Certification Worksheets for lunch.
- 5.Submit product formulation statements for the hamburger patties and pot roast.

Note: the SFA submitted two whole grain-rich exemption forms. The first was approved on 2/27/17 for hot dog buns and the second was approved on 3/8/17 for bagels and sandwich bread.

Technical Assistance:

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

General Program Compliance - Kau Learning Academy (552-PCS)

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

Finding 9150: Storage violations were observed.

The following issues were noted:

- 1.Six cans of fruit were observed stored on the floor.
- 2.The dish washing rack was observed stored on the floor.
- 3.The cloth used to cover the food to help keep the flies away from the food is only washed once a week.

Corrective Action:

- 1.Describe to HCNP how each of the issues above has been corrected.
- 2.Provide the date each issue was corrected.

Suggestion: for the cloth used to cover the food, wash the cloth daily or obtain additional cloths to use each day of the week and wash them all at once.

1503. Records retained for 3 years?

Finding 9000: Other Finding

The Civil Rights binder from SY 15-16 was not available. The USDA requires all meal program records to be kept for at least 3 years plus the current year or until the resolution of any audits.

Corrective Action:

Describe to HCNP how the SFA will maintain all meal program records and have them accessible for the required amount of time.

